

**August 28, 2012
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 WITHOUT NOTICE:

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

The Chairman opened the meeting at 7:05 pm.

There were no Citizen Comments.

Construction Report Tetra Tech Rizzo

Applegate Farm:

NOTE – Construction Reports #20, #21, #22, #23 – all from August, 2012.

The work at Applegate Farm has been put on hold since one of the workers was injured. The work will begin soon with installing the drainage. Dave Pellegrini indicated that the contractor is working off of a set of revised but unapproved plans. Dave did indicate to the contractor that the changes on the plans were not approved. The applicant will be doing a modification. The applicant is using a larger pipe for the drainage.

Dave will suggest that the applicant/contractor call Susy and see if field change or modification will be submitted.

Member Tucker wanted to know if a letter has gone out.

Susy Affleck-Childs responded that she did speak with Tom Holder but a letter did not go out. Susy did recognize that there needs to be some form of communication from Planning Board or Tom Holder to Ralph Costello.

It was recommended that there be a meeting with Bob Tucker, Tom Holder and Susy Affleck-Childs to discuss this issue.

Dave Pellegrini also communicated that the size of the detention basin is also different. There is a plan for this.

Susy Affleck Childs recommends that we involve Town Counsel in this to explore the options of the Planning Board since there are mortgages on some of the properties. We may have limitations. Some lots have already been sold.

Member Tucker indicated that the lots affected by the new drainage pipe have not been sold. The regulations are clear.

Dave Pellegrini indicated that they are not yet installing the drainage in what would be the new easement area.

The Board would like Dave to look at this further and report back to the Board.

Meeting Minutes

July 24, 2012:

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to accept the minutes from July 24, 2012 as presented.

(Andy Rodenhiser abstained from vote)

August 14, 2012:

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to accept the minutes from August 14, 2012 as presented.

(Andy Rodenhiser abstained from vote)

Task Force Reports

There were no Task Force reports:

Charles River Village OSRD Concept Plan

The final plans for the Charles River Village OSRD Concept Plan have been reviewed by Dave Pellegrini and the Board will sign at the end of the meeting. A copy of Dave Pellegrini's review letter dated August 20, 2012 is **attached**.

Norwood Acres Definitive Subdivision Plan - 61 Summer Street - Public hearing Continuation

The Board is in receipt of a memo from Guerriere and Halnon dated August 15, 2012. **(See Attached)** The memo is a response to the peer review comments provided by Tetra Tech Rizzo in its letter dated June 21, 2012.

The Board is in receipt of a memo from Guerriere and Halnon dated August 15, 2012 **(See Attached)** The memo is in response to the peer review comments provided by PGC Associates review letter dated June 22, 2012.

The Board is also in receipt of a request for 3 waivers dated August 15, 2012 from the Subdivision Rules and Regulations. **(See Attached)**

Paul Atwood of Guerriere and Halnon indicated that he has provided revised plans and those were submitted to both Consultant Carlucci and Consultant Pellegrini.

Applicant Wayne Marshall also indicated that he had his Attorney prepare documents relative to the homeowner's association and the protective covenant on road. Susy Affleck-Childs will forward these documents to our Town Counsel for review.

Member Tom Gay arrived at 7:15 pm

Consultant Carlucci Comments:

Consultant Carlucci indicated that all items have been addressed. He did suggest that the paved apron be put on the profile sheet. The cross section was added.

Consultant Pellegrini Comments:

Consultant Pellegrini indicated that there were only small items which needed to be addressed but nothing major. The curb radii at the intersection should be labeled to determine if the property lines provide a curb radius of not less than forty feet.

Susy Affleck-Childs noted that we will get feedback from Counsel about the easement and sewer.

Member Tucker responded that he is available for a conference call with all parties if needed.

The applicant communicated that they will be going again to the Conservation Commission regarding the Open Space parcel.

Susy Affleck-Childs would like to get a copy of any decision the Conservation Commission makes relative to agreeing to accept the open space parcel.

Member Spiller-Walsh asked about the landscaping plan.

The applicant indicated that there was a landscape plan provided around the basin and the Conservation Commission liked the plan which was provided.

On a motion made by Bob Tucker and Tom Gay, the Board voted unanimously to continue the public hearing for the Norwood Acres Definitive Subdivision Plan for 61 Summer Street until September 11, 2012 at 7:30 pm.

Susy Affleck-Childs indicated that she may invite Town Counsel to come to the next meeting to discuss 61 Summer Street.

It is the goal that this hearing will be closed at the next meeting.

American Legion, 6 Cutler Street

Susy Affleck-Childs reported that at Chan Rogers' request, the American Legion has a place holder appointment for the September 11th meeting.

Chan Rogers suggested that Paul Yorkis may also want to be part of this discussion. Rogers indicated that he may be absent for the September 11th meeting, so he suggested this item be removed from the agenda. Susy will keep a place holder for the 11th until she hears otherwise after discussion with Mr. Yorkis.

Consultant Report PGC Associates:

Consultant Carlucci explained that he could not complete his report on sign regulation options in zoning vs. general bylaws. He will do it next week and provide for discussion at the 9-11-12 PEDB meeting.

Planning and Economic Development Coordinator's Report:

Susy Affleck-Childs reported that the Town is proceeding with the hiring of an Economic Development Specialist. There will be interviews conducted next week. The Economic Development Committee is considering possibilities and options for office space for the ED Specialist. There is not sufficient room at Medway Town Hall.

GIS:

Susy Affleck-Childs reported that representatives from People GIS spent two days with various Medway departments. The Town is looking to enter into a new contract for the next phase. The Town's IT staff has been part of the meetings. A proposal for Phase 3 funding will be submitted for FY 14 capital funds.

Community Signage:

Tom Gay reported that there has been a good amount of work on community signage. An examination and inventory of signs has been completed and the municipal signs throughout town have been and categorized. The Community Signage Task Force includes Matt Buckley of Design Review Committee, Tom Holder of Medway DPS, John Foresto of the BOS and Dan Hooper.

The Task Force has also interviewed design consultants. There is a small budget to work with for design.

Susy has submitted paperwork for Phase Two of the signage plan to the Capital Improvement Committee for Fiscal 2014 funding.

MAPC 495 MetroWest Development Compact Follow-Up

The Town of Medway was approached as being one of three communities to work with MAPC on a special project to follow-up on the 495 MetroWest Development Compact. Representatives from MAPC have offered to look at the Oak Grove Bottlecap Lot area to assist with drafting options for the mixed use zoning for the area. This is a great opportunity for the town. This work will be starting in the fall and will be completed by September 2013 with the intent to have any Zoning Changes take place at the spring 2014 town meeting.

The Chairman will reach out to Suzanne Kennedy to schedule a conference call with MAPC to discuss this further.

Member Spiller Walsh communicates that this is also good opportunity for MAPC.

Land Gifting Policy:

The Board is in receipt of an email from the Board of Selectmen dated August 24, 2012. This is a draft policy re: the gifting of land. **(See Attached)**

The Board of Selectmen has drafted guidelines for how the Town would handle donation of gifted land to the Town. They are seeking comments or suggestions from the various Boards and Departments.

The Board would like Consultant Carlucci and Susy to work together on drafting a letter with comments and suggestions as related to regulations.

The Chairman recused himself from the meeting at 8:00 pm.

Bay Oak Definitive Subdivision Plan, 104 Fisher St – Public Hearing Continuation

Vice Chairman Tucker reopened the continued hearing for Bay Oak Definitive Subdivision Plan.

The Board is in receipt of a memo from GLM Engineering dated August 16, 2012. **(See Attached)**
The memo is a comparison of pre- and post developed flow rates and volumes.

The Board is also in receipt of Form Q Request for Waiver dated August 16, 2012 from Subdivision Rules and Regulations. **(See Attached)**

Engineer Rob Truax was present representing the applicant, Andy Rodenhiser.

Vice Chairman Tucker asked if any changes were made.

Rob Truax of GLM Engineering indicated that there was a minor change. It was the calculations on the trench drain. This was for mitigation. The width was increased. The cross-section was also changed. There was fabric put in as suggested.

Paul Truax communicated that after the last meeting, he went to the site the next day during and after a rain storm. He did see the water on Fisher Street but it was coming down the driveway of 108 Fisher. It flowed across Fisher Street to the driveway on the west side of Fisher Street as commented at the last meeting. He suggested that a berm on that site and the installation of a catch basin and manhole right there would solve the abutter's problem at 97 Fisher Street.

Dave Pellegrini responded that Jimmy Smith from Medway DPS showed up and put gravel in the hole for a temporary solution. This is being addressed.

The Board suggested a letter to DPS asking them to please address this.

Rob Truax responded that this is an easy fix for the town.

Member Gay responded that this issue is not part of the discussion about the subdivision and has nothing to do with this development.

Consultant Comments

Tetra Tech Rizzo – Dave Pellegrini

The Board is in receipt of a memo from Tetra Tech Rizzo dated August 20, 2012 (**See Attached**). Dave Pellegrini communicated that there is no increase in water leaving the site. He also indicated that all other items have been addressed. He did review the waivers.

PGC Associates – Gino Carlucci:

The Board is in receipt of a memo from PGC Associates dated August 23, 2012. (**See Attached**) The memo included comment relative to recent revisions. All comments have been addressed with the exception of two comments. He is not sure that white pines are the best species. Also, the pavement width is still not shown on plan.

Rob Truax stated he will add the pavement width to the plan.

Susy Affleck-Childs communicated that she received an email dated August 20, 2012 from David Travalini, Chairman of the Conservation Commission. (**See Attached**). The email indicated that the new plans showed the revised delineated wetlands areas but the Commission has not officially voted on those new boundaries.

Rob Truax communicated that the wetland line had changed and are reflected in plans.

Vice Chairman Tucker asked if there were any comments from the Board members.

Karyl Spiller-Walsh had no comments at this point.

Chan Rogers had no comments.

Tom Gay had no comments.

Member Spiller-Walsh wanted to know what the slope is on the existing access road where the walls are.

Rob Truax responded that at the top it is 11.7%. This is steep. The slope at the bottom is 8%.

Member Spiller-Walsh then asked, if this is not pre-existing are you requesting a waiver from the slope?

Rob Truax responded that yes, it is pre-existing non-conforming.

Susy Affleck-Childs wanted to know that the slope of new road is.

Rob Truax responded 8%.

Member Spiller-Walsh asked if he was requesting a waiver for the slope.

Vice Chairman Tucker responded that there is nothing to request a waiver of. They are not in violation of anything because the area with the steeper slope is not technically part of the subdivision under review. Town Counsel explained at the last meeting that it is her understanding that the Board is not voting on anything related to the existing roadway to the site.

Member Gay indicated that the existing road is not part of this development. This is out of play.

Member Spiller-Walsh communicated that she has trouble thinking about the end of the road. She is concerned about what will happen in the winter.

Rob Truax described the maintenance of snow removal and acknowledged there is an ice problem.

Karyl Spiller-Walsh wants to include maintenance contingency as part of the decision.

Vice Chairman Tucker responded that this was covered through the applicant's existing road agreement with abutter Robert Reed (106 Fisher Street).

Rob Truax responded that there will be a maintenance plan for the road and it would be split with all three new homes.

Susy Affleck-Childs asked Mr. Truax if they are expecting a response from Mr. Reed.

Rob Truax responded that we put in a good effort to work with Mr. Reed, but he could not yet say whether Mr. Reed is interested.

Member Spiller-Walsh communicated that her interest and concern is that an aggressive plan for road maintenance is put in place.

Andy Rodenhiser responded that we do that know.

Member Spiller-Walsh stated "that is not what I heard."

Andy Rodenhiser responded that the maintenance plan will address the circumstances as they are presented.

Rob Truax communicated that it is real important to hire a good snowplow contractor.

Susy Affleck-Childs communicated that she does not recollect what is being done. She finds that it would be helpful and beneficial to have something in the decision with more descriptive road maintenance language.

Andy Rodenhiser asked if Town Counsel said that this is not something that you act on, why does the Board need to be putting descriptive language about maintenance in the decision.

Member Spiller-Walsh responds that she would like a contingency with an aggressive plan in place. Can the maintenance plan be included? This needs to be a very aggressive maintenance plan. She wants an upgrade in the current maintenance plan. Karyl does not care what the cost of this is; she wants this road to be safe. There needs to be a contingency which is expressed, more than the average plan.

Member Tucker disagrees and indicted this project has a maintenance plan like all others. Every development is unique.

Member Spiller-Walsh responds that no other development has a road slope like this one. Is there one, really?

Member Chan Rogers made a motion to end this discussion. He states this is an existing condition.

The motion was not seconded.

Member Gay communicates that it looks like everything has been addressed.

Susy Affleck-Childs will check with the Fire Chief in regards to the past practice in relation to the fire alarm system. The practice is to provide payment in lieu of installing a fire alarm system. The fee is usually \$1,000.

Dave Pellegri wanted to know how this is monitored.

Susy Affleck-Childs responded that it is usually tied into the first lot release

The discussion was opened to the public.

Attorney Deborah Batog is the representative for the Giovenellias. She explained that she missed the last meeting and so she is catching up. She was informed that the Planning Board, based on the opinion of Town Counsel, should only review the extension of the private way and accept the existing (access) road conditions as what they are. What you are entertaining is for the construction of the new roadway which is requesting a lot of waivers and cutting off the extension of how it is but the applicant is adding additional usage. She asked if waivers were not granted would the Board require an island on the extension and sidewalks. The sidewalks would go to the existing bulb.

Member Tucker indicated that they are going to the existing bulb.

Attorney Batog communicated that her clients concern is on the existing road conditions related to access of public way. She wanted to know how many waivers in total have been requested.

Rob Truax responded that seven waivers were requested.

Attorney Batog responds that the Giovenellas have no issue with the construction of the new houses. Their issue is with the adequacy of the use of the existing private way and its extension and use of the rights of way. Another part of their issue is with the existing 60' private right of way with 15 ft. of slope easement. She can only conclude that this was done purposefully. She wants to preserve the rights of way for her clients as well as their right to utilize the rights of way and the ability to do underground utilities in the future.

Member Gay indicated that the waivers are not unusual for this type of subdivision. The easement is ok and will not cause an issue with the (Giovanella's) non-conforming lot. He has no other questions.

Vice Chairman Tucker asked if there are any other questions or information to submit.

Neither the applicant nor the abutters had any additional information to present.

Close Bay Oaks Public Hearing:

On a motion made by Tom Gay and seconded by Chan Rogers, the Planning Board voted unanimously to close the public hearing on the Bay Oaks subdivision.

Susy Affleck-Childs will start drafting the decision.

The Chairman returned to the meeting at 8:40 pm

Site Plan Modification: 45 Milford Street/45 Place

The Board is in receipt of an application for site plan modification for 45 Milford Street/45 Place.

Mr. Paul Yorkis was present on behalf of the property owner to speak about the modification. He distributed a revised proposed elevation plan. The two issues include:

1. Amount of natural light coming into potential retail spaces. The approved plan has limited natural light.
2. Adding another point of public access to the building which will be compliant with handicap accessibility.

See Attached information provided by Paul Yorkis – email dated 7/25/12 referencing 6 items.

The Building Commissioner has looked at the modification and has determined it is not substantial.

Susy Affleck-Childs communicates that the Design Review Committee did meet on this and made some recommendations dated 8/23/2012 (**See Attached**) and the changes are reflected on plan Mr. Yorkis provided tonight.

Susy indicated that there was no date on the revised plan distributed this evening and she wanted to make sure the motion references the revised plan as provided tonight.

On a motion made by Bob Tucker and seconded by Chan Rogers, the Board voted unanimously to approve the modification as indicated on the Site Plan for 45 Milford Street with the revision date indicated on plan.

Plan Endorsement: Charles River Village OSRD Concept Plan.

The Board signed the set of plans for Charles River Village OSRD Concept Plan.

Lawrence Waste Site Plan, 49 Alder Street:

The Board is in receipt of a letter dated August 23, 2012 from Dennis Digiando Corporation, the contractor for the Lawrence Waste building project (49 Alder Street) relative to the color selection of the siding. (See Attached) There is a problem with selected color it fades and chips. There was another color sample (gray) provided to Board as an alternative to the previously selected green color.

On a motion made by Bob Tucker and seconded by Chan Rogers, the Board voted unanimously to approve the color sample (gray) as presented to Board.

Thayer House Homestead Site Plan (2B Oak Street) Pre-Application Discussion:

The Thayer House team was introduced.

John Foresto, Board of Selectmen member

Jim Delvieor, Civil Engineer

Jonathan Taylor, LLB Architects.

Chris Ladds, LLB Architects.

Dan Hooper, Chairman Thayer Development Committee

The purpose of the Committee coming to the Planning Board was to get clarity of the site plan application process since they are looking to the Fall Town Meeting to have the Town be able to vote on funding for this project. They need to seek construction bids to present a price for Town Meeting's consideration.

An overview of the project was provided. It was explained that a new company LLB Architects was brought in to work on the design.

Member Spiller-Walsh wanted to know what happened with first company.

It was explained that they presented the rough concept, but did not win the bid for the next design step of the project.

It was reported that the Thayer Development Committee had meetings with the DPS, and the Conservation Agent.

The project is being divided into 2 phases:

A: Homestead renovation and construction of an abutting addition

B: Parking/site improvements

Phase A will have a new building behind the edge of the original building. There is a concern about maintaining the integrity of the old house. It was indicated that the low area could be for concerts. There will be a terrace out front. Everything will be on grade. There will also be an area for dumpsters and loading. Pervious pavers will be used. Handicap spaces are shown on the plan. Chairman Rodenhiser wanted to know if there is enough turning radius for the trash truck.

Dan Hooper indicated that they have not got to that point yet in design.

The goal is also to upgrade the utilities and sewer.

Member Tucker wanted to know if there is Town water into the existing home.

The applicant responded that there is a well on site.

It was communicated that stormwater analysis will need to be done and will have to meet the standards.

The large beech tree will not be removed.

Member Tucker responded that the tree will need to be designated for protection.

There was another question about how far is the property line on the west side of the parcel?

The applicant responded 52 ft.

Member Tucker would like the applicant to take into consideration putting in a reasonable buffer to address noise and light issues for the neighbors.

The Board also wanted to know if there will be modification to parking.

The applicant responded that there will be modifications to the parking. They hope to have a design for this soon.

Member Tucker suggested that they review the parking regulations.

There is a concerned about the number of parking spaces.

The Chairman wanted to know what is the anticipated parking capacity for a wedding.

The applicant indicated 96 people.

Consultant Carlucci responded that the parking requirements for the AR-2 zone are based on the structure's square footage. This appears for be a total of 3,600 square ft in the building.

Susy Affleck-Childs responds that the zoning bylaw does not include any parking standards for event facilities. We will need to research this further.

Member Spiller-Walsh would like to see a blending and the parking should have some relevance and make sense with each other.

Member Tucker wanted to know how you will handle the traffic access going out to Route 109.

It was noted there would need to be police details for specific events.

The applicant presented their anticipated site plan application schedule:

Schedule:

- Design Review Committee - September 10, 2012
- Final Design Estimate - September 12, 2012
- Planning Board Public Hearing - September 25, 2012
- Community Preservation Committee meeting – October 1, 2012
- Planning Board Meeting – October 9, 2012
- Final construction documents issued
- Town Meeting – November 11, 2012.

The bid documents may not reflect what ultimately is decided from the site plan process.

The Planning Board does not think that all the information can be gathered and submitted in time to hold a public hearing on September 25, 2012. The Board needs at least three weeks prior to the Public Hearing to be provided the information to give to the consultants for review and for the abutter notice and legal advertisement.

Susy Affleck-Childs made it clear that the Board of Selectmen has to be the applicant as the Town owns the property.

Susy will put together a timeline for the Thayer Committee on what to expect.

Susy indicated that Municipal Use is NOT exempt from the Zoning Bylaw or Site Plan Review. The application will need to be reviewed by the fire department, public safety, and there will need to be a document to address traffic. The other items which will need to be looked at are buffering of landscape, drainage, lighting, noise, parking, and impact to neighbors against the standards.

The Thayer Committee wanted to know how long this process will take.

Chairman Rodenhiser indicated about 80 days.

It was agreed that there will probably NOT be a signed approved site plan prior to the fall town mtg.

The Board is comfortable separating Phase A from Phase B for construction purposes.

The Board communicated that they still need to see the whole plan with everything on it.

The Board wanted to know if the applicant was planning on seeking waivers.

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to waive the site plan application/filing fee for the forthcoming Thayer House site plan project.


Future Meetings:

The next Planning and Economic Development meeting will be September 11, 2012 at 7:00 pm.

Adjourn:

On a motion made by Karyl Spiller-Walsh and seconded by Chan Rogers, the Board voted unanimously to adjourn the meeting at 10:33 pm.

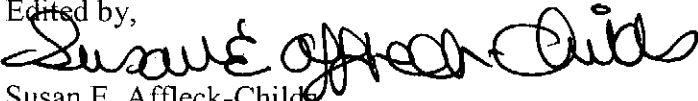
Respectfully Submitted,



Amy Sutherland

Meeting Recording Secretary

Edited by,



Susan E. Affleck-Childs

Planning and Economic Development Coordinator

Tetra Tech One Grant Street Framingham, MA 01701		
Project	Date	Report No.
Applegate Farm	08-09-2012	20
Location	Project No.	Sheet 1 of
Coffee/Ellis Street, Medway, MA	127-21583-12007	2
Contractor	Weather	Temperature
Canesi Bros. Inc.	A.M. SUNNY P.M.	A.M. 80 P.M.

FIELD OBSERVATIONS

On Thursday, August 9, 2012, Steve Bouley from Tetra Tech visited the construction site to inspect the installation of the proposed drainage system. While on-site the following observations were made:

1. Observations
 - A. Mr. Canesi has installed drainage infrastructure from the headwall in the proposed drainage basin at approximate STA 6+75 to approximate STA 11+25. The pipe and structures were installed per the approved plans.
2. Schedule
 - A. Mr. Canesi plans to begin the installation of the southern portion of the drainage system this week.
3. New Action Items
 - A. The drainage installation from approximate STA 8+00 to STA 10+50 has not been backfilled due to existing grades in this area being low compared to proposed finish grade. The system will be backfilled once material is brought in to bring the roadway to proposed grade.

CONTRACTOR'S FORCE AND EQUIPMENT

WORK DONE BY OTHERS

Sup't		Bulldozer		Asphalt Paver		Dept. or Company	Description of Work
Foreman	1	Backhoe		Asphalt Reclaimer			
Laborers	2	Loader		Vib. Roller			
Drivers		Rubber Tire Backhoe/Loader	1	Static Roller			
Oper. Engr.	1	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			
Blasting Crew		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: 8:30 A.M. - 9:30 A.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative Steve Bouley	

Project Applegate Farm	Date 08-09-2012	Report No. 20
Location Coffee/Ellis Street, Medway, MA	Project No. 127-21583-12007	Sheet 2 of 2
Contractor Canesi Bros. Inc.	Weather A.M. SUNNY P.M.	Temperature A.M. 80 P.M.

FIELD OBSERVATIONS CONTINUED

4. Previous Open Action Items

- A. From STA 0+00 to STA 3+00 boulders were observed just below grade. When grade stakes are set in this area we will confirm whether the boulders are within the 12" gravel base. If they are not within that section, they may remain if undisturbed. If they are disturbed during other activities they will need to be removed from the roadway ROW and replaced with suitable material. (Taken from 2010 report).
- B. The pavement in Coffee Street where the sewer connection was made needs to be repaired. *5/18 Update: Mr. Canesi has repaired that pavement in this location. The pavement is a temporary patch and will need to be repaired in a final condition prior to the completion of the project.*
- C. SMH 11 appears to be set too low. The flat top section of the structure is set at least 5' below the roadway grade. It appears that there is a discrepancy on the plan between the finish grade elevation in this area as shown on the profile versus the plan views. *5/18 Update: Mr. Canesi stated that he noticed this discrepancy but the structures were already ordered per the elevations provided in the profile. They will discuss with owner and revise as necessary. It should be easy to remove the flat top and add another riser section to raise the elevation as necessary.*
- D. TT requested that Canesi provide a sieve test for the material designated as fill for within the roadway.
- E. Canesi shall identify limits and remove any organics in the area of STA 10+00 during the stormwater infrastructure installation. *8/9 Update: This item has been completed to the satisfaction of TT.*
- F. Some of the material excavated from the basin was more sandy than gravelly so I asked Canesi to mix the sandier material with some of the gravel on-site that contained more stones/cobbles prior to placing within the street. *8/9 Update: This item has been completed to the satisfaction of TT.*

5. Materials Delivered to Site Since Last Inspection:

- A. N/A

Project Applegate Farm	Date 08-13-2012	Report No. 21
Location Coffee/Ellis Street, Medway, MA	Project No. 127-21583-12007	Sheet 2 of 2
Contractor Canesi Bros. Inc.	Weather A.M. SUNNY P.M.	Temperature A.M. 70 P.M.

FIELD OBSERVATIONS CONTINUED

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- E. The drainage installation from approximate STA 8+00 to STA 10+50 has not been backfilled due to existing grades in this area being low compared to proposed finish grade. The system will be backfilled once material is brought in to bring the roadway to proposed grade.

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Tetra Tech One Grant Street Framingham, MA 01701		
Project	Date	Report No.
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Coffee/Ellis Street, Medway, MA	127-21583-12007	2
Contractor	Weather	Temperature
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FIELD OBSERVATIONS

On Thursday, August 16, 2012, Steve Bouley from Tetra Tech visited the construction site to inspect the installation of the proposed drainage system. While on-site the following observations were made:

1. Observations

- A. Mr. Canesi is installing 18" RCP pipe from DMH #13 to DMH #12. He is also installing DMH #12. All pipe and structures have been installed per the plans. It must be noted that the contractor is installing the drainage system in this portion of the site per an unapproved layout of the drainage system as shown on revised plans dated 2/15/12.

2. Schedule

- A. Mr. Canesi plans to continue the installation of the southern portion of the drainage system this week into next week.

3. New Action Items

- A. N/A

CONTRACTOR'S FORCE AND EQUIPMENT

WORK DONE BY OTHERS

Sup't		Bulldozer		Asphalt Paver		Dept. or Company	Description of Work
Foreman		Backhoe		Asphalt Reclaimer			
Laborers	2	Loader		Vib. Roller			
Drivers		Rubber Tire Backhoe/Loader	1	Static Roller			
Oper. Engr.	1	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			
Blasting Crew		Conc. Truck		Screener		OFFICIAL VISITORS TO JOB	
		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			

Police Details: n/a	RESIDENT REPRESENTATIVE FORCE	
Time on site: 8:30 A.M. - 9:30 A.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative Steve Bouley	

Project Applegate Farm	Date 08-16-2012	Report No. 22
Location Coffee/Ellis Street, Medway, MA	Project No. 127-21583-12007	Sheet 2 of 2
Contractor Canesi Bros. Inc.	Weather A.M. SUNNY P.M.	Temperature A.M. 75 P.M.

FIELD OBSERVATIONS CONTINUED

4. Previous Open Action Items

- A. From STA 0+00 to STA 3+00 boulders were observed just below grade. When grade stakes are set in this area we will confirm whether the boulders are within the 12" gavel base. If they are not within that section, they may remain if undisturbed. If they are disturbed during other activities they will need to be removed from the roadway ROW and replaced with suitable material. (Taken from 2010 report).
- B. The pavement in Coffee Street where the sewer connection was made needs to be repaired. *5/18 Update: Mr. Canesi has repaired that pavement in this location. The pavement is a temporary patch and will need to be repaired in a final condition prior to the completion of the project.*
- C. SMH 11 appears to be set too low. The flat top section of the structure is set at least 5' below the roadway grade. It appears that there is a discrepancy on the plan between the finish grade elevation in this area as shown on the profile versus the plan views. *5/18 Update: Mr. Canesi stated that he noticed this discrepancy but the structures were already ordered per the elevations provided in the profile. They will discuss with owner and revise as necessary. It should be easy to remove the flat top and add another riser section to raise the elevation as necessary.*
- D. TT requested that Canesi provide a sieve test for the material designated as fill for within the roadway.
- E. The drainage installation from approximate STA 8+00 to STA 10+50 has not been backfilled due to existing grades in this area being low compared to proposed finish grade. The system will be backfilled once material is brought in to bring the roadway to proposed grade.

5. Materials Delivered to Site Since Last Inspection:

- A. 12" RCP Pipe
- B. CB/DMH Structures

Tetra Tech One Grant Street Framingham, MA 01701		
Project Applegate Farm	Date 08-17-2012	Report No. 23
Location Coffee/Ellis Street, Medway, MA	Project No. 127-21583-12007	Sheet 1 of 2
Contractor Canesi Bros. Inc.	Weather A.M. SUNNY P.M.	Temperature A.M. 80 P.M.

FIELD OBSERVATIONS

On Thursday, August 16, 2012, Steve Bouley from Tetra Tech visited the construction site to inspect the installation of the proposed drainage system. While on-site the following observations were made:

1. Observations

- A. Mr. Canesi is installing 18" RCP pipe from DMH #12 to DMH #9 and also installing DMH #9. All pipe and structures have been installed per the approved plans. It must be noted that the contractor is installing the drainage system in this portion of the site per an unapproved layout of the drainage system as shown on revised plans dated 2/15/12.

2. Schedule

- A. Mr. Canesi plans to continue the installation of the southern portion of the drainage system this week into next week.

3. New Action Items

- A. N/A

CONTRACTOR'S FORCE AND EQUIPMENT				WORK DONE BY OTHERS	
Sup't				Dept. or Company	Description of Work
Foreman		Bulldozer		Asphalt Paver	
Laborers	2	Backhoe		Asphalt Reclaimer	
Drivers		Loader		Vib. Roller	
Oper. Engr.	1	Rubber Tire Backhoe/Loader	1	Static Roller	
Carpenters		Bobcat		Vib. Walk Comp.	
Masons		Hoeram		Compressor	
Iron Workers		Excavator	1	Jack Hammer	
Electricians		Grader		Power Saw	
Flagpersons		Crane		Conc. Vib.	
Surveyors		Scraper		Tree Remover	
Blasting Crew		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	
Police Details: n/a				RESIDENT REPRESENTATIVE FORCE	
Time on site: 10:00 A.M.-11:30 A.M.					
CONTRACTOR'S Hours of Work:				Name	Name
				Resident Representative Steve Bouley	

Project Applegate Farm	Date 08-17-2012	Report No. 23
Location Coffee/Ellis Street, Medway, MA	Project No. 127-21583-12007	Sheet 2 of 2
Contractor Canesi Bros. Inc.	Weather A.M. SUNNY P.M.	Temperature A.M. 80 P.M.

FIELD OBSERVATIONS CONTINUED

4. Previous Open Action Items

- A. From STA 0+00 to STA 3+00 boulders were observed just below grade. When grade stakes are set in this area we will confirm whether the boulders are within the 12" gavel base. If they are not within that section, they may remain if undisturbed. If they are disturbed during other activities they will need to be removed from the roadway ROW and replaced with suitable material. (Taken from 2010 report).
- B. The pavement in Coffee Street where the sewer connection was made needs to be repaired. *5/18 Update: Mr. Canesi has repaired that pavement in this location. The pavement is a temporary patch and will need to be repaired in a final condition prior to the completion of the project.*
- C. SMH 11 appears to be set too low. The flat top section of the structure is set at least 5' below the roadway grade. It appears that there is a discrepancy on the plan between the finish grade elevation in this area as shown on the profile versus the plan views. *5/18 Update: Mr. Canesi stated that he noticed this discrepancy but the structures were already ordered per the elevations provided in the profile. They will discuss with owner and revise as necessary. It should be easy to remove the flat top and add another riser section to raise the elevation as necessary.*
- D. TT requested that Canesi provide a sieve test for the material designated as fill for within the roadway.
- E. The drainage installation from approximate STA 8+00 to STA 10+50 has not been backfilled due to existing grades in this area being low compared to proposed finish grade. The system will be backfilled once material is brought in to bring the roadway to proposed grade.

5. Materials Delivered to Site Since Last Inspection:

- A. N/A



TETRA TECH RIZZO

MEMORANDUM

To: Susan Affleck-Childs – Medway Planning and Economic Board

Fr: David Pellegri, P.E.–Tetra Tech Rizzo *DR*

Re: **Charles River Village
Special Permit Concept Plans
Medway, MA**

Dt: 8/20/12

RECEIVED
AUG 20 2012

TOWN OF MEDWAY
PLANNING BOARD

At the request of the Medway Planning and Economic Development Board, on Monday, August 20, 2012 Tetra Tech reviewed the “Charles River Village” Open Space Residential Development, Special Permit –Concept Plans as dated July 28, 2010 with the latest revision date of August 20, 2012 against the Planning and Economic Development Board Decision dated March 30, 2011 for the same project. We find that the revised plans meet all applicable conditions defined in the board decision. Several conditions and findings of the decision reference requirements for the proposed Definitive Plan which will be reviewed upon submission of the Definitive Plans to the Planning and Economic Development Board.

If you have any questions or require additional information, please don't hesitate to contact me at (508) 903-2000.

P:\21583\127-21583-09006\DOCS\MEMO\MEMO-CHARLES RIVER VILLAGE-PRELIMINARY PLAN REVIEW-2012-08-20.DOC

One Grant Street
Framingham, MA 01701
Tel 508.903.2000 Fax 508.903.2001



**Guerriere &
Halnon, Inc.**
ENGINEERING & LAND SURVEYING
www.guerrierandhalnon.com
Est. 1972

G-6326

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Fax (508) 473-8243

Franklin Office
55 West Central Street
Franklin, MA 02038-2101
August 15, 2012 Phone (508) 528-3221
Fax (508) 528-7921

Whitinsville Office
1029 Providence Road
Whitinsville, MA 01588-2121
Phone (508) 234-6834
Fax (508) 234-6723

Attn: Mr. Andy Rodenhiser, Chairman
Medway Planning Board.
155 Village Street
Medway, MA 02053

RE: 61 Summer Street, Norwood Acres

Dear Mr. Rodenhiser:

As you requested, this letter provides responses to the peer review comments provided in the Tetra Tech letter dated June 21, 2012 regarding the "Norwood Acres". I am also enclosing with this letter the following:

- A revised set of plans, revised as of August;
- A revised Hydraulic/Hydrologic Report, revised through August; and
- Letter from TEPP LLC regarding Sight Distance.
- Waiver Request.

The following responses correlate with Tetra Tech's comments as set forth in Tetra Tech's June 21 letter:

Section 5.0

1 **Response** - Letter from Traffic Engineer is attached regarding sight distance.

2 **Response** - Conservation has agreed that the stream located on site is intermittent.

3 **Response** - Street sign location has been added to plans.

4 **Response** - Limit of clearing & limit of work has been revised.

5 **Response** - The proposed footprint shown on the plans have been revised.

Section 7.0

6 **Response** - Waiver have been revised to be more specific.

7 **Response** - Trench detail has been added to detail sheet.

8 **Response** - Foundation drain locations and discharge locations have been added to the Plans.

9 **Response** - Waiver request enclosed. Landscape improvements have been prepared by Registered Professional Engineer using standard plants in similar commercial sites.

10 **Response** - Turnaround area has been revised per meeting with Fire Chief.

- 11 **Response** – Waiver has been asked for the planting of street trees. Applicant has taken into consideration the existing trees located along the property line in the design of the proposed road. All trees along the property line will remain.
- 12 **Response** –The trees to remain will be pruned of any branches within the 7 feet from final grade. This will be verified during construction.
- 13 **Response** Waiver request has filled out for no monuments to be installed because the road will remain private.
- 14 **Response** – Waiver request. No detail will be needed.
- 15 **Response** – Proposed lot lines will be staked out by land surveyor and iron pins with caps will be set at all angle breaks.
- 16 **Response** – Elevations refer to North American Vertical Datum of 1988 and has been referenced on the grading plan.

Water/Sewer Department Rules & Regultaions

- 17 **Response** – The proposed water line for the development will use the existing 6” water line for the existing hydrant located at the intersection of the new road and Summer Street. This has been explained to the DPS and has been approved.
- 18 **Response** – The proposed water line for the development has been revised to a 6”DI water main. This has been presented to DPS and also approved.
- 19 **Response** – Proposed hydrant has been added to the plans and the size of the water line has been revised to 6”Di. The location of proposed hydrant was determined at meeting with the Fire Chief. Blow off valve was also added at the end of the line.
- 20 **Response** – Proposed hydrant was added per meeting with Fire Chief.
- 21 **Response** – Hydrant detail was added to the Detail Sheet.

Stormwater Management

- 22 **Response** – Drainage area 1A has been adjusted to match description in drainage report.
- 23 **Response** – Drainage Area 1B has been adjusted on the Post Development Map so the entire gravel drive is collected by the grass swale.
- 24 **Response** – Drainage Area 2 description in the drainage report has been revised to reflect what is shown on the Post Development Map.
- 25 **Response** – The description for standard #3 has been revised to match the calculations.
- 26 **Response** – The TSS worksheets have been revised.
- 27 **Response** – Time of concentration has been revised for Drainage Area 1A and 1B. P-1A was checked and verified.
- 28 **Response** – Pre-Development and Post development Drainage Areas were check and revised.
- 29 **Response** – Outlet control structure has been revised.

Good Engineering Practices

- 30 **Response** – The proposed road way has been adjusted not to cause zoning issues with abutting properties.
- 31 **Response** – Additional information has been given to the Planning Board on the sewer easement that runs through the property.
- 32 **Response** – The existing sewer easement that runs parallel with Trail Drive is used to service 63 & 65 Summer Street.
- 33 **Response** – Water services have been labeled size and material.
- 34 **Response** – Proposed road cross section has been revised to show a 4” dense graded crush stone layer.
- 35 **Response** – Sewer connection for both house have been revised.

- 36 **Response** – The water main in Summer Street is 12”.
- 37 **Response** – The proposed hydrant location has been revised per meeting with the DPS.
- 38 **Response** – Proposed stop sign & stop line have been added to plan.
- 39 **Response** - The proposed road will not cut a lot of trees and the design of the road has minimized the clearing of trees. The proposed plantings in the forebays(rain gardens) located in the turnaround area have been added to the Detail Sheet.
- 40 **Response** – The small tree near the carport will remain.
- 41 **Response** – The proposed curb cut will require that the curbing be removed and the sidewalk be removed and replaced. This has been labeled on the grading plan.
- 42 **Response** – The proposed water line will use the existing 6” water line from Summer Street , which is connected to the existing hydrant that will be relocated as shown on the plans.
- 43 **Response** – The existing water gate location has been verified with the DPS department.
- 44 **Response** – The proposed stormwater pipe is to be RCP pipe.
- 45 **Response** – HQ drain pipe has been removed from the Detail Sheet.
- 46 **Response** – Typical trench detail has been removed.
- 47 **Response** – The existing sewer manhole in the area of basin#2 does not need to be modified but during construction it can be modified if needed.
- 48 **Response** – Sewer services are proposed to be 6” pvc pipe.
- 49 **Response** – The utility company will be granted access to the right of way.
- 50 **Response** – The width of the grass strip between the road and the swale has been added to the road cross section on the Detail Sheet.(3’ wide grass strip.)
- 51 **Response** – Drain manhole detail has been added to the Detail Sheet.
- 52 **Response** – Any work within Summer Street will have to conform to Department of Public Services specifications. Note has been added to the grading plan.
- 53 **Response** – The test pit differences between test holes 1&2 to 3&4 were because in the areas of 1&2 were depression in the topo and some surface water can be trapped for periods of time. The soil survey also shows a change in soils.
- 54 **Response** – The proposed water line will not be looped and will be 6” in size.

If you have any additional questions, or if you need any more information, please do not hesitate to contact this office.

Sincerely,



Peter M. Lavoie, E.I.T.
Project Engineer

Enclosures



Guerriere & Halnon, Inc.

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(508) 234-6834/Fax (508) 234-6723

Attn: Mr. Andy Rodenhiser, Chairman
Medway Planning Board.
155 Village Street
Medway, MA 02053

August 15, 2012

RE: 61 Summer Street, Norwood Acres

Dear Mr. Rodenhiser:

As you requested, this letter provides responses to the peer review comments provided in the PGC Associates, Inc. review letter of June 22, 2012 regarding the "Norwood Acres".

Item 1: The lots still comply with zoning requirements.

Items 2 & 3: We have revised Lot 1 to provide 180 feet of frontage on Trail Drive to the White lot on the north side of Trail Drive, eliminating the double use of the easement on Summer Street.

Item 4: Lots 1 & 2 were altered to preserve the existing setback status of the Snow lot on the south side of Trail Drive and the White lot on the north side.

Item 5: A stop line, stop sign and street sign are now proposed.

Item 6: A waiver of the street light requirement is requested.

Item 7: A landscape detail for the drainage basins is included.


Item 8: The right of way width has been maintained at 50 feet.

Item 9: The typical road cross section now shows 12" gravel borrow plus 4" of processed dense graded crushed stone.

Items 10 & 11: The Medway Conservation Commission has approved an Order of Conditions including the provision that Parcel A-1 will be deeded to the Town of Medway in care of the Conservation Commission.

If you have any additional questions, or if you need any more information, please do not hesitate to contact this office.

Sincerely,


Paul B. Atwood, P.L.S.
Project Surveyor

Medway Planning and Economic Development Board
FORM Q – Request for Waiver from Rules and Regulations

Complete 1 form for each waiver request

Project Name:	Norwood Acres
Property Location:	61 Summers Street
Type of Project/Permit:	Definitive Subdivision / Permanent Private Way
Identify the number and title of the relevant Section of the applicable Rules and Regulations from which a waiver is sought.	Section 7.7.2(p) - Stormwater Management Procedures
Summarize the text of the relevant Section of the Rules and Regulations from which a waiver is requested.	Detention / Retention basins shall be located on separate parcels & not included on individual house/bldg. lots. Limits of basin shall not be closer than 30-feet from its lot/parcel line & any right-of-way.
What aspect of the Regulation do you propose be waived?	The aspects listed above.
What do you proposed instead?	Install the stormwater basin within the right-of-way where 30-feet from lot line & right-of-way is required
Explanation/justification for the waiver request. Why is the waiver needed? Describe the extenuating circumstances that necessitate the waiver request.	Project is a Permanent Private Way; project is proposed to be only two (2) house lots, leaving no parcel available to be on a separate parcel.
What is the estimated value/cost savings to the applicant if the waiver is granted?	Cost of one of the two house lots
How would approval of this waiver request result in a superior design or provide a clear and significant improvement to the quality of this development?	Allows for both proposed lots to be developed
What is the impact on the development if this waiver is denied?	Will change the development to only one lot, which may not be economically feasible for the applicant
What are the design alternatives to granting this waiver?	None
Why is granting this waiver in the Town's best interest?	None
If this waiver is granted, what is the estimated cost savings and/or cost avoidance to the Town?	N/A
What mitigation measures do you propose to offset not complying with the particular Rule/Regulation?	None
What is the estimated value of the proposed mitigation measures?	N/A
Other Information?	
Waiver Request Prepared By:	Peter M. Lavoie, Proj Engineer Guerriere & Halnon, Inc.
Date:	May 31, 2012; REVISED Aug. 14, 2012

RECEIVED
AUG 15 2012
TOWN OF MEDWAY
PLANNING BOARD

Questions?? – Please contact the Medway PED office at 508-533-3291

**Medway Planning and Economic Development Board
FORM Q – Request for Waiver from Rules and Regulations**

Complete 1 form for each waiver request

Project Name:	Norwood Acres
Property Location:	61 Summers Street
Type of Project/Permit:	Definitive Subdivision / Permanent Private Way
Identify the number and title of the relevant Section of the applicable Rules and Regulations from which a waiver is sought.	Section 7.9.7 – Roadway Construction
Summarize the text of the relevant Section of the Rules and Regulations from which a waiver is requested.	Roadway to be constructed in accordance to Medway Subdivision Rules & Regulations Section 7.9.7(a) thru (k)
What aspect of the Regulation do you propose be waived?	Typical road cross-section to be modified
What do you proposed instead?	Super elevated gravel roadway with modified cross-section of 4" dense grade crushed stone and 12" gravel borrow and no berm.
Explanation/justification for the waiver request. Why is the waiver needed? Describe the extenuating circumstances that necessitate the waiver request.	To save trees along abutters' property line. Ability to use country-style drainage.
What is the estimated value/cost savings to the applicant if the waiver is granted?	Cost of pavement, berm, clearing of trees
How would approval of this waiver request result in a superior design or provide a clear and significant improvement to the quality of this development?	Allows roadway to remain similar to that of a scenic road, preserving trees and natural landscape
What is the impact on the development if this waiver is denied?	Destruction of trees and natural landscape along abutting property lines
What are the design alternatives to granting this waiver?	None
Why is granting this waiver in the Town's best interest?	None
If this waiver is granted, what is the estimated cost savings and/or cost avoidance to the Town?	N/A
What mitigation measures do you propose to offset not complying with the particular Rule/Regulation?	None
What is the estimated value of the proposed mitigation measures?	N/A
Other Information?	
Waiver Request Prepared By:	Peter M. Lavoie, Proj Engineer Guerriere & Halnon, Inc.
Date:	May 31, 2012; REVISED Aug. 14, 2012
Questions?? – Please contact the Medway PED office at 508-533-3291	

R E C E I V E D
AUG 15 2012
TOWN OF MEDWAY
PLANNING BOARD

**Medway Planning and Economic Development Board
FORM Q – Request for Waiver from Rules and Regulations**

Complete 1 form for each waiver request

Project Name:	Norwood Acres
Property Location:	61 Summers Street
Type of Project/Permit:	Definitive Subdivision / Permanent Private Way
Identify the number and title of the relevant Section of the applicable Rules and Regulations from which a waiver is sought.	Section 7.6.2(b) – Water Facilities Installation
Summarize the text of the relevant Section of the Rules and Regulations from which a waiver is requested.	Water mains w/ hydrants, valves & other fittings... shall be at least 8-inch dia. cement lined ductile iron, Class 52 or greater... water pipes shall be extended & connected to form a loop-type system.
What aspect of the Regulation do you propose be waived?	Water line to be 8-inch diameter and water pipe to be connected to form a loop-type system
What do you proposed instead?	Installation of a 6-inch DI pipe with no loop system
Explanation/justification for the waiver request. Why is the waiver needed? Describe the extenuating circumstances that necessitate the waiver request.	Water will be supplying only two lots.
What is the estimated value/cost savings to the applicant if the waiver is granted?	Cost of installation of larger pipe & cost of length of pipe to install a loop-type system.
How would approval of this waiver request result in a superior design or provide a clear and significant improvement to the quality of this development?	None
What is the impact on the development if this waiver is denied?	None
What are the design alternatives to granting this waiver?	None
Why is granting this waiver in the Town's best interest?	None
If this waiver is granted, what is the estimated cost savings and/or cost avoidance to the Town?	N/A
What mitigation measures do you propose to offset not complying with the particular Rule/Regulation?	None
What is the estimated value of the proposed mitigation measures?	N/A
Other Information?	
Waiver Request Prepared By:	Peter M. Lavoie, Proj Engineer Guerriere & Halnon, Inc.
Date:	May 31, 2012; REVISED Aug. 14, 2012
Questions?? – Please contact the Medway PED office at 508-533-3291	
7/8/2011	

R E C E I V E D
AUG 15 2012
TOWN OF MEDWAY
PLANNING BOARD

Susan Affleck-Childs

From: Allison Potter
Sent: Friday, August 24, 2012 10:21 AM
To: Andy Rodenhiser; Raymond_Himmel@waters.com; Open Space. Committee; dtravalini@verizon.net; Mark Cerel
Cc: Susan Affleck-Childs; Amy Sutherland; Karon Skinner-Catrone; shirley.bliss@verizon.net
Subject: Draft Land Gifting Guidelines
Attachments: Land Gift Guidelines Draft.pdf

Good morning,

Attached to this email is a document outlining proposed land gifting guidelines that the Board of Selectmen is considering adopting as a reference for future requests by property owners to donate land to the Town. Prior to approving such guidelines, the Selectmen would like to receive the input of your boards and committees. Please forward your ideas, suggestions and comments to our office by the end of September.

Thank you,
Allison

Allison Potter
Asst. to the Town Administrator
Town of Medway
508-533-3264
508-321-4988 (f)

RECEIVED
AUG 24 2012

TOWN OF MEDWAY
PLANNING BOARD

DRAFT

**Town of Medway
LAND GIFTING GUIDELINES**

In the event that a Medway Land Owner comes forward and offers to give, gift, or donate land to the Town, the Town shall use the following guidelines:

Medway *will* consider land acceptance that:

- ◆ is in areas of interest for preservation (i.e., along riverfront/waterfront, identified in Master Plan(s))
- ◆ abuts or is adjacent to other town owned land
- ◆ can be used for public purpose (i.e., right of way, playing field, walking trail)
- ◆ is endorsed by future jurisdictional entity (i.e., Conservation Committee)
- ◆ has no associated charges which remain outstanding

Medway *will not* consider land acceptance that:

- ◆ is an isolated parcel that is not buildable
- ◆ is primarily wetlands not abutting or adjacent to other public land
- ◆ appears to be gifted simply to reduce tax burden for taxpayer with no benefit to town
- ◆ has a risk of having been contaminated

These guidelines are intended to assist the Board of Selectmen as they receive land gift requests. Due to the individuality of land parcels, each parcel request would be reviewed independently upon written receipt of offer by land owner.

R E C E I V E D
AUG 24 2012

**TOWN OF MEDWAY
PLANNING BOARD**

GLM ENGINEERING CONSULTANTS, INC.

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

REGISTERED CIVIL ENGINEERS AND LAND SURVEYORS

August 15, 2012

Medway Planning Board
Town Hall
155 Village Street
Medway, MA 02053

RECEIVED
AUG 16 2012

TOWN OF MEDWAY
PLANNING BOARD

**Re: Bay Oaks Definitive Subdivision Plan
Medway, MA**

Dear Board Members,

Our firm has reviewed the stone drainage swale along the proposed roadway to determine its infiltration capacity using "HydroCad" by Applied Microcomputer Systems. The results indicate that the stone drainage swale will infiltrate the slight increase volume of runoff described in the Stormwater Drainage Report for the project.

The following is a comparison of pre- and post-developed flow rates and volumes:

Storm Water Runoff Flow Rates towards Fisher Street

Storm Frequency	Pre-developed. 1Pre		Post-developed 1Post	
	Rate (c.f.s)	Volume (a.f.)	Rate (c.f.s.)	Volume (a.f.)
3.2"-2 year	1.16	0.11	1.00	0.10
4.8"-10 year	3.06	0.26	3.24	0.27
5.5"-25 year	4.11	0.35	4.28	0.36
7.0"-100 year	6.56	0.54	6.68	0.55

The calculations indicate that there is a slight increase in stormwater flow towards Fisher Street. The amount of increase in volume of runoff for the 7.0"-100 year storm event is 0.010 acre feet.

The following is summary of the Stone Trench Stormwater Infiltration Volume

Stone Trench Stormwater Infiltration

Storm Frequency	Post-developed Infiltration Volume
	Acre Feet
3.2"-2 year	0.010
4.8"-10 year	0.012
5.5"-25 year	0.014
7.0"-100 year	0.016

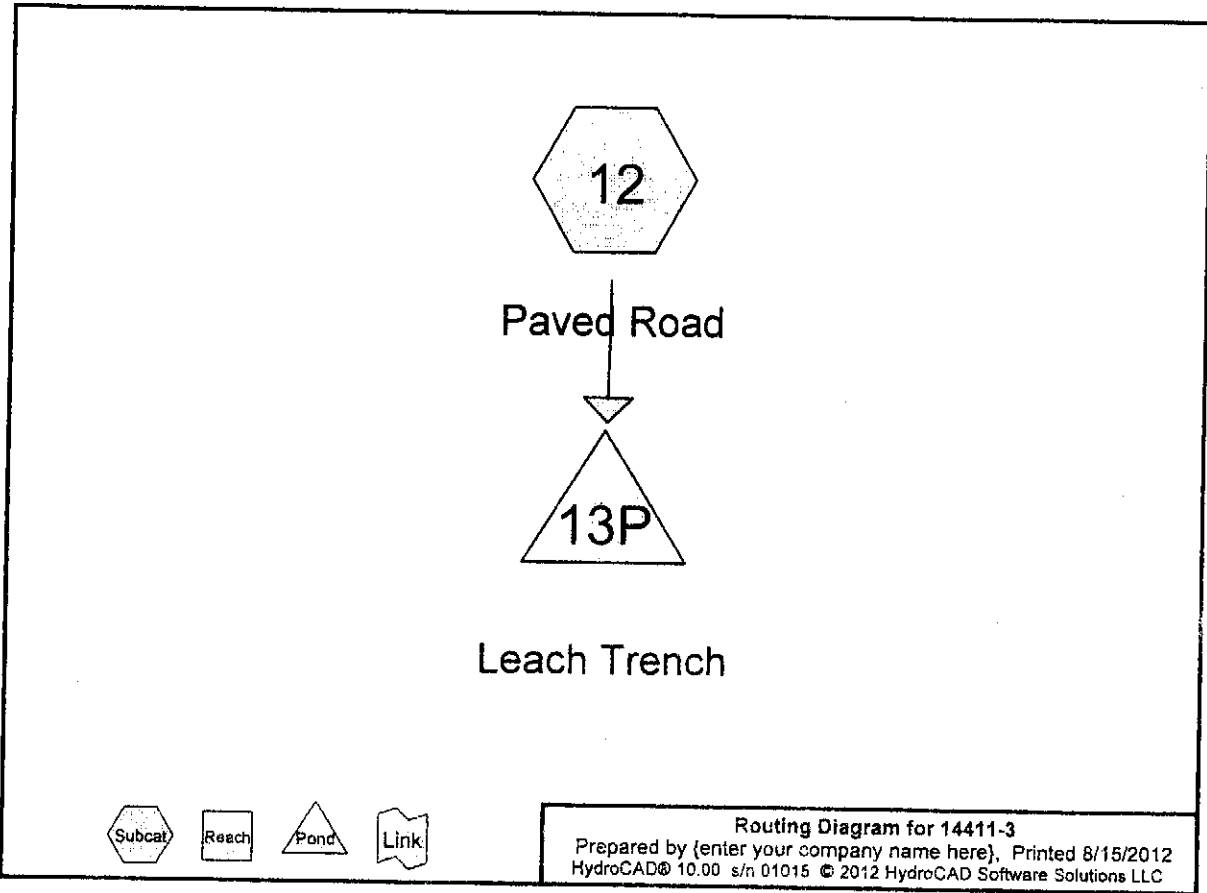
The calculations indicate that the stone drainage trench will provide sufficient recharge capacity to accommodate the increase in volume of runoff generated from the proposed roadway. Therefore, based on the calculations there will be no increase in stormwater runoff towards Fisher Street.

Enclosed herewith are copies drainage calculations for your review and comment. If you have any questions please don't hesitate to contact our office.

Thank you for your cooperation in this matter.

Yours truly,

Robert S. Truax
Project Manager/Design Eng.



14411-3
 Prepared by (enter your company name here)
 HydroCAD® 10.00 s/n 01015 © 2012 HydroCAD Software Solutions LLC

Type III 24-hr 2 Year Storm Rainfall=3.20"
 Printed 8/15/2012
 Page 2

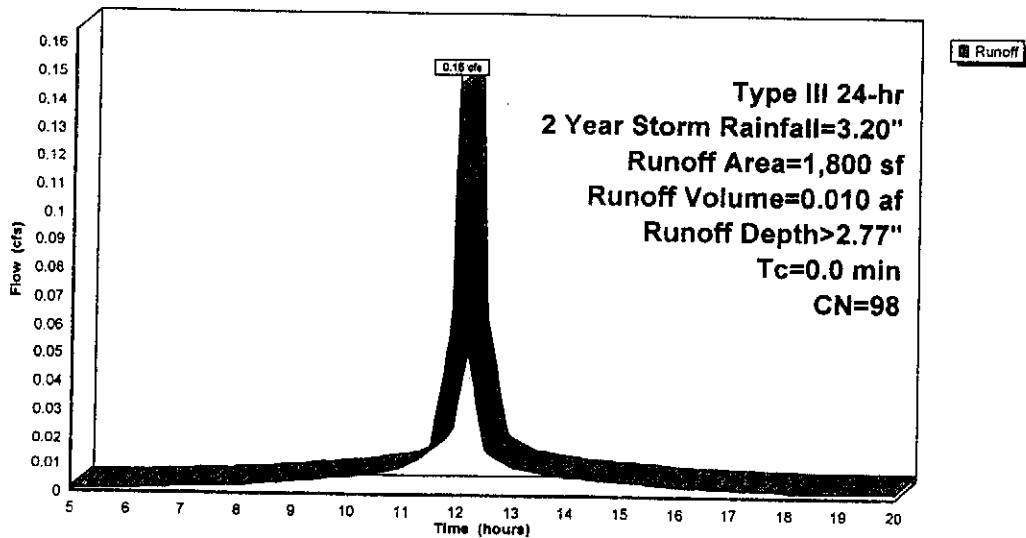
Summary for Subcatchment 12: Paved Road

Runoff = 0.15 cfs @ 12.00 hrs, Volume= 0.010 af, Depth> 2.77"

Runoff by SCS TR-20 method, UH=SCS, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Type III 24-hr 2 Year Storm Rainfall=3.20"

Area (sf)	CN	Description
1,800	98	Paved parking, HSG B
1,800		100.00% Impervious Area

Subcatchment 12: Paved Road



Summary for Pond 13P: Leach Trench

Inflow Area = 0.041 ac, 100.00% Impervious, Inflow Depth > 2.77" for 2 Year Storm event
 Inflow = 0.15 cfs @ 12.00 hrs, Volume= 0.010 af
 Outflow = 0.03 cfs @ 12.40 hrs, Volume= 0.010 af, Atten= 81%, Lag= 23.8 min
 Discarded = 0.03 cfs @ 12.40 hrs, Volume= 0.010 af
 Primary = 0.00 cfs @ 5.00 hrs, Volume= 0.000 af

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Peak Elev= 1.85' @ 12.40 hrs Surf.Area= 0.005 ac Storage= 0.003 af

Plug-Flow detention time= 60.8 min calculated for 0.010 af (100% of inflow)
 Center-of-Mass det. time= 59.9 min (794.0 - 734.1)

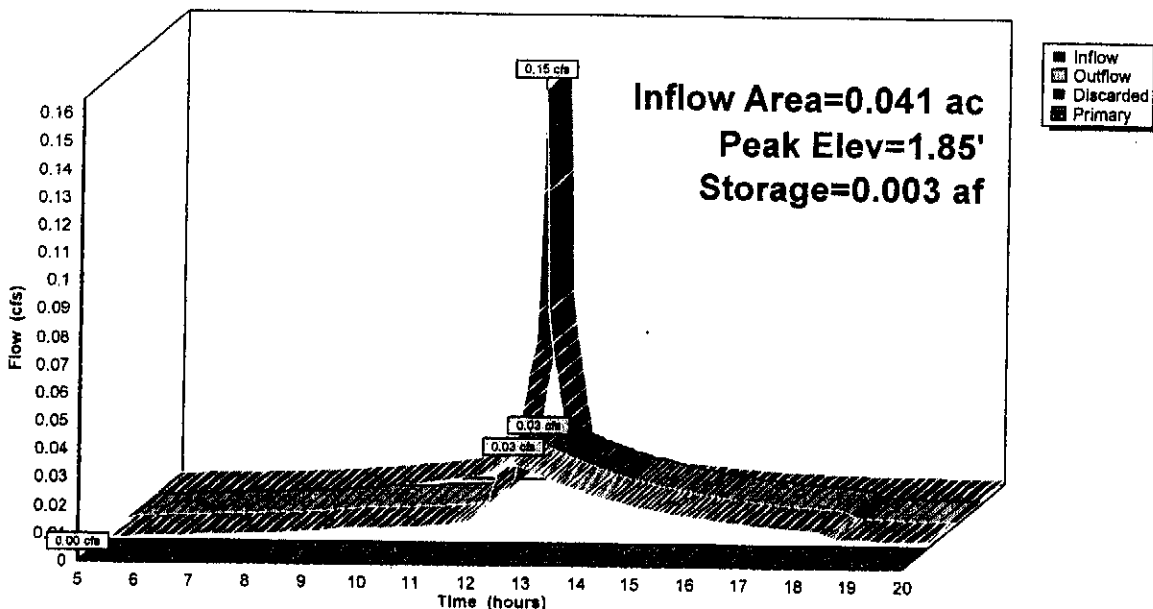
Volume	Invert	Avail.Storage	Storage Description
#1	0.00'	0.004 af	2.00'W x 100.00'L x 2.20'H Prismatoid 0.010 af Overall x 40.0% Voids

Device	Routing	Invert	Outlet Devices
#1	Discarded	0.00'	1.020 in/hr Exfiltration over Wetted area Conductivity to Groundwater Elevation = -1.00'
#2	Primary	2.00'	10.0' long x 2.0' breadth Broad-Crested Rectangular Weir Head (feet) 0.20 0.40 0.60 0.80 1.00 1.20 1.40 1.60 1.80 2.00 2.50 3.00 3.50 Coef. (English) 2.54 2.61 2.61 2.60 2.66 2.70 2.77 2.69 2.88 2.85 3.07 3.20 3.32

Discarded OutFlow Max=0.03 cfs @ 12.40 hrs HW=1.85' (Free Discharge)
 ↳1=Exfiltration (Controls 0.03 cfs)

Primary OutFlow Max=0.00 cfs @ 5.00 hrs HW=0.00' (Free Discharge)
 ↳2=Broad-Crested Rectangular Weir Controls 0.00 cfs)

Pond 13P: Leach Trench



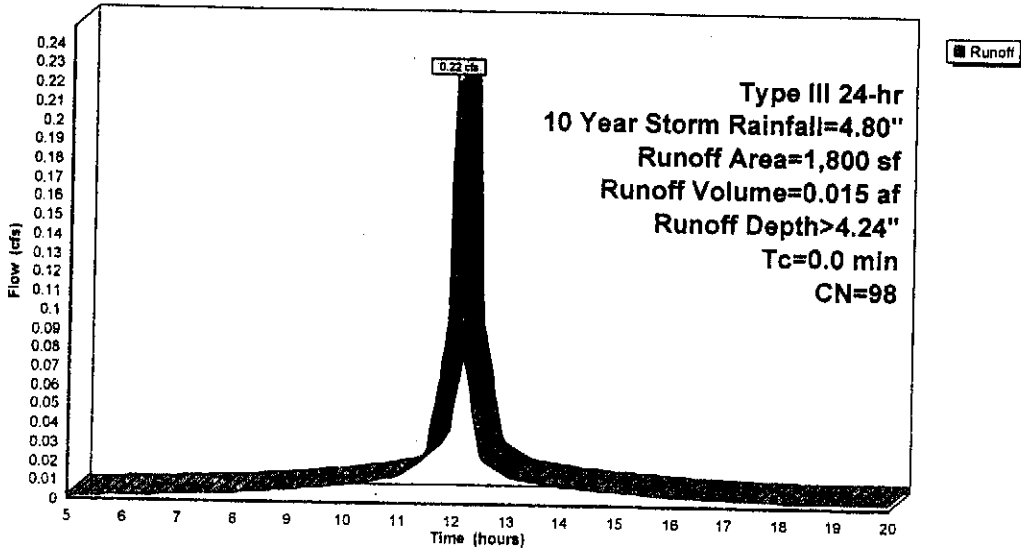
Summary for Subcatchment 12: Paved Road

Runoff = 0.22 cfs @ 12.00 hrs, Volume= 0.015 af, Depth > 4.24"

Runoff by SCS TR-20 method, UH=SCS, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Type III 24-hr 10 Year Storm Rainfall=4.80"

Area (sf)	CN	Description
1,800	98	Paved parking, HSG B
1,800		100.00% Impervious Area

Subcatchment 12: Paved Road



Summary for Pond 13P: Leach Trench

Inflow Area = 0.041 ac, 100.00% Impervious, Inflow Depth > 4.24" for 10 Year Storm event
 Inflow = 0.22 cfs @ 12.00 hrs, Volume= 0.015 af
 Outflow = 0.31 cfs @ 12.05 hrs, Volume= 0.015 af, Atten= 0%, Lag= 3.0 min
 Discarded = 0.03 cfs @ 12.04 hrs, Volume= 0.012 af
 Primary = 0.28 cfs @ 12.05 hrs, Volume= 0.002 af

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Peak Elev= 2.05' @ 12.04 hrs Surf.Area= 0.005 ac Storage= 0.004 af

Plug-Flow detention time= 56.6 min calculated for 0.015 af (100% of inflow)
 Center-of-Mass det. time= 55.8 min (786.8 - 730.9)

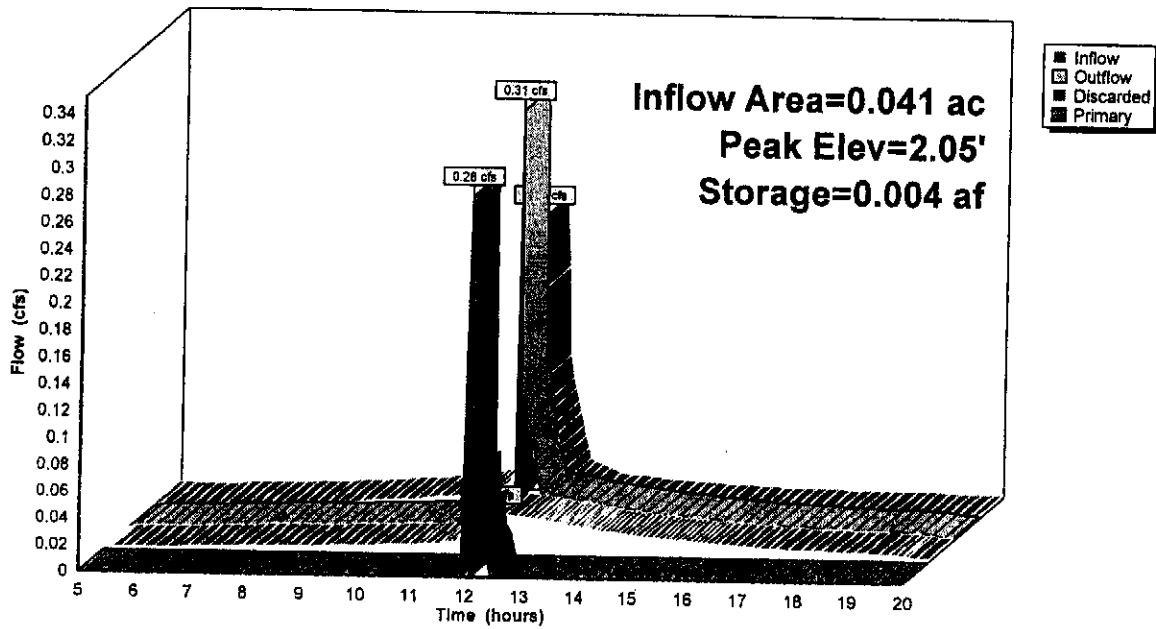
Volume	Invert	Avail. Storage	Storage Description
#1	0.00'	0.004 af	2.00'W x 100.00'L x 2.20'H Prismatoid 0.010 af Overall x 40.0% Voids

Device	Routing	Invert	Outlet Devices
#1	Discarded	0.00'	1.020 In/hr Exfiltration over Wetted area Conductivity to Groundwater Elevation = -1.00'
#2	Primary	2.00'	10.0' long x 2.0' breadth Broad-Crested Rectangular Weir Head (feet) 0.20 0.40 0.60 0.80 1.00 1.20 1.40 1.60 1.80 2.00 2.50 3.00 3.50 Coef. (English) 2.54 2.61 2.61 2.60 2.66 2.70 2.77 2.89 2.88 2.85 3.07 3.20 3.32

Discarded OutFlow Max=0.03 cfs @ 12.04 hrs HW=2.04' (Free Discharge)
 1=Exfiltration (Controls 0.03 cfs)

Primary OutFlow Max=0.28 cfs @ 12.05 hrs HW=2.05' (Free Discharge)
 2=Broad-Crested Rectangular Weir (Weir Controls 0.28 cfs @ 0.57 fps)

Pond 13P: Leach Trench



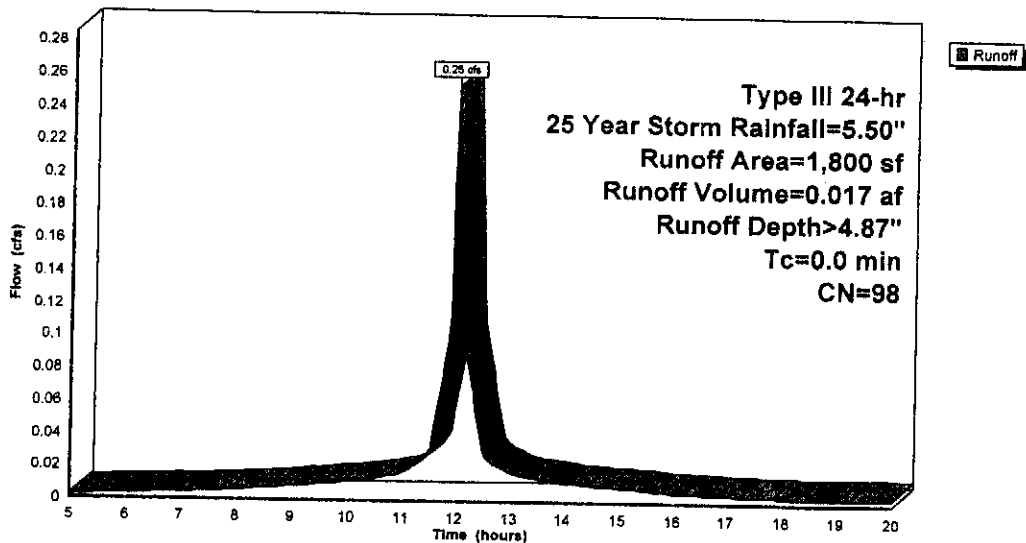
Summary for Subcatchment 12: Paved Road

Runoff = 0.25 cfs @ 12.00 hrs, Volume= 0.017 af, Depth> 4.87"

Runoff by SCS TR-20 method, UH=SCS, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Type III 24-hr 25 Year Storm Rainfall=5.50"

Area (sf)	CN	Description
1,800	98	Paved parking, HSG B
1,800		100.00% Impervious Area

Subcatchment 12: Paved Road



Summary for Pond 13P: Leach Trench

Inflow Area = 0.041 ac, 100.00% Impervious, Inflow Depth > 4.87" for 25 Year Storm event
 Inflow = 0.25 cfs @ 12.00 hrs, Volume= 0.017 af
 Outflow = 0.31 cfs @ 12.01 hrs, Volume= 0.017 af, Atten= 0%, Lag= 0.5 min
 Discarded = 0.03 cfs @ 12.02 hrs, Volume= 0.014 af
 Primary = 0.28 cfs @ 12.01 hrs, Volume= 0.003 af

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Peak Elev= 2.06' @ 12.02 hrs Surf.Area= 0.005 ac Storage= 0.004 af

Plug-Flow detention time= 55.1 min calculated for 0.017 af (99% of inflow)
 Center-of-Mass det. time= 53.7 min (783.9 - 730.2)

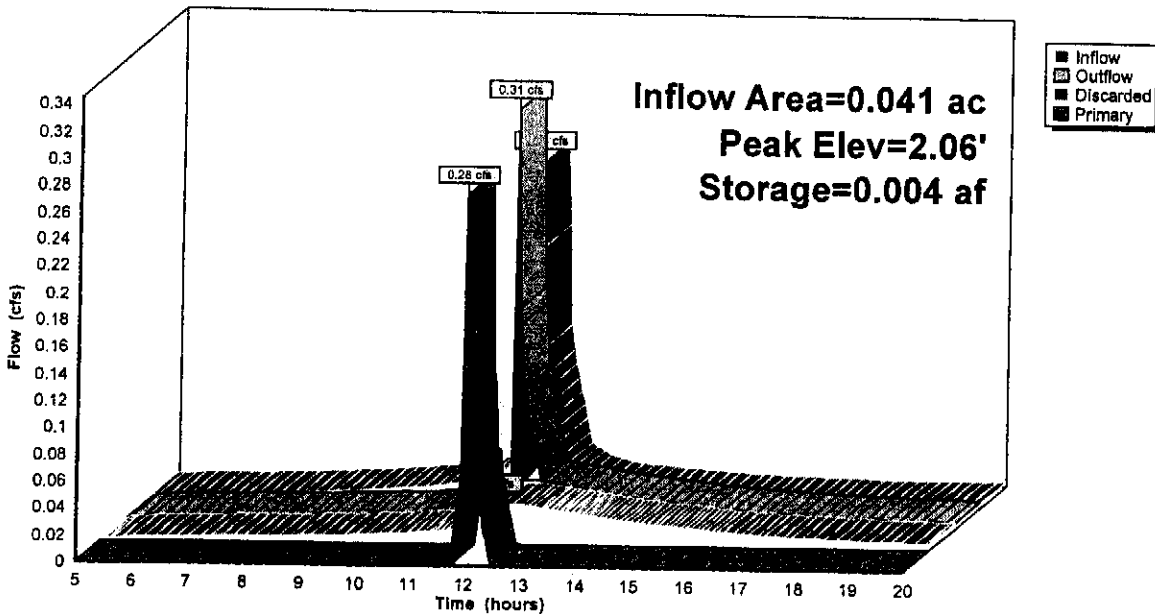
Volume #	Invert	Avail Storage	Storage Description
#1	0.00'	0.004 af	2.00'W x 100.00'L x 2.20'H Prismatoid 0.010 af Overall x 40.0% Voids

Device #	Routing	Invert	Outlet Devices
#1	Discarded	0.00'	1.020 In/hr Exfiltration over Wetted area Conductivity to Groundwater Elevation = -1.00'
#2	Primary	2.00'	10.0' long x 2.0' breadth Broad-Crested Rectangular Weir Head (feet) 0.20 0.40 0.60 0.80 1.00 1.20 1.40 1.60 1.80 2.00 2.50 3.00 3.50 Coef. (English) 2.54 2.61 2.61 2.60 2.68 2.70 2.77 2.89 2.88 2.85 3.07 3.20 3.32

Discarded OutFlow Max=0.03 cfs @ 12.02 hrs HW=2.04' (Free Discharge)
 1=Exfiltration (Controls 0.03 cfs)

Primary OutFlow Max=0.25 cfs @ 12.01 hrs HW=2.05' (Free Discharge)
 2=Broad-Crested Rectangular Weir (Weir Controls 0.25 cfs @ 0.54 fps)

Pond 13P: Leach Trench



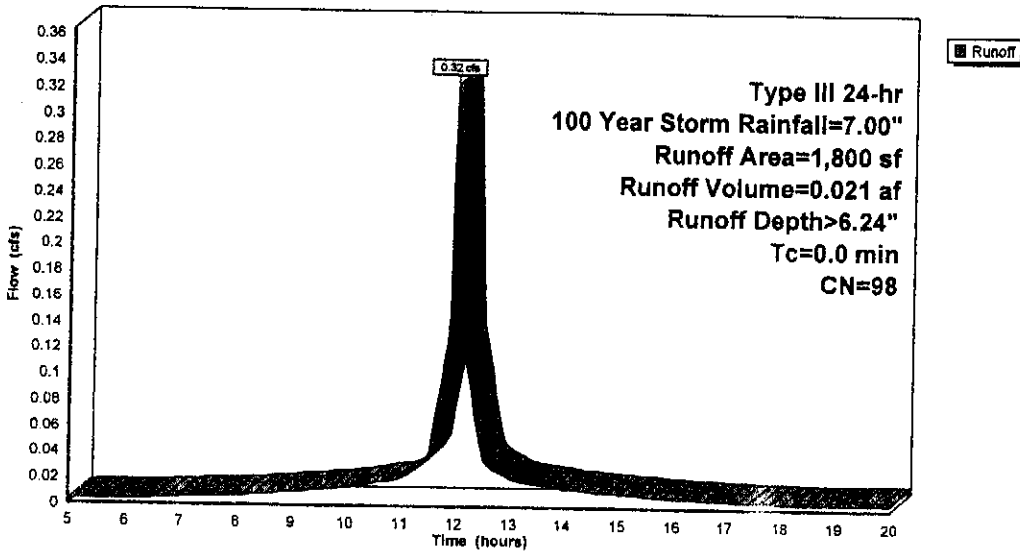
Summary for Subcatchment 12: Paved Road

Runoff = 0.32 cfs @ 12.00 hrs, Volume= 0.021 af, Depth> 6.24"

Runoff by SCS TR-20 method, UH=SCS, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Type III 24-hr 100 Year Storm Rainfall=7.00"

Area (sf)	CN	Description
1,800	98	Paved parking, HSG B
1,800		100.00% Impervious Area

Subcatchment 12: Paved Road



Summary for Pond 13P: Leach Trench

Inflow Area = 0.041 ac, 100.00% Impervious, Inflow Depth > 6.24" for 100 Year Storm event
Inflow = 0.32 cfs @ 12.00 hrs, Volume= 0.021 af
Outflow = 0.34 cfs @ 12.00 hrs, Volume= 0.021 af, Atten= 0%, Lag= 0.2 min
Discarded = 0.03 cfs @ 12.00 hrs, Volume= 0.016 af
Primary = 0.30 cfs @ 12.00 hrs, Volume= 0.006 af

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Peak Elev= 2.05' @ 12.00 hrs Surf.Area= 0.005 ac Storage= 0.004 af

Plug-Flow detention time= 52.8 min calculated for 0.021 af (99% of inflow)
Center-of-Mass det. time= 47.7 min (776.8 - 729.2)

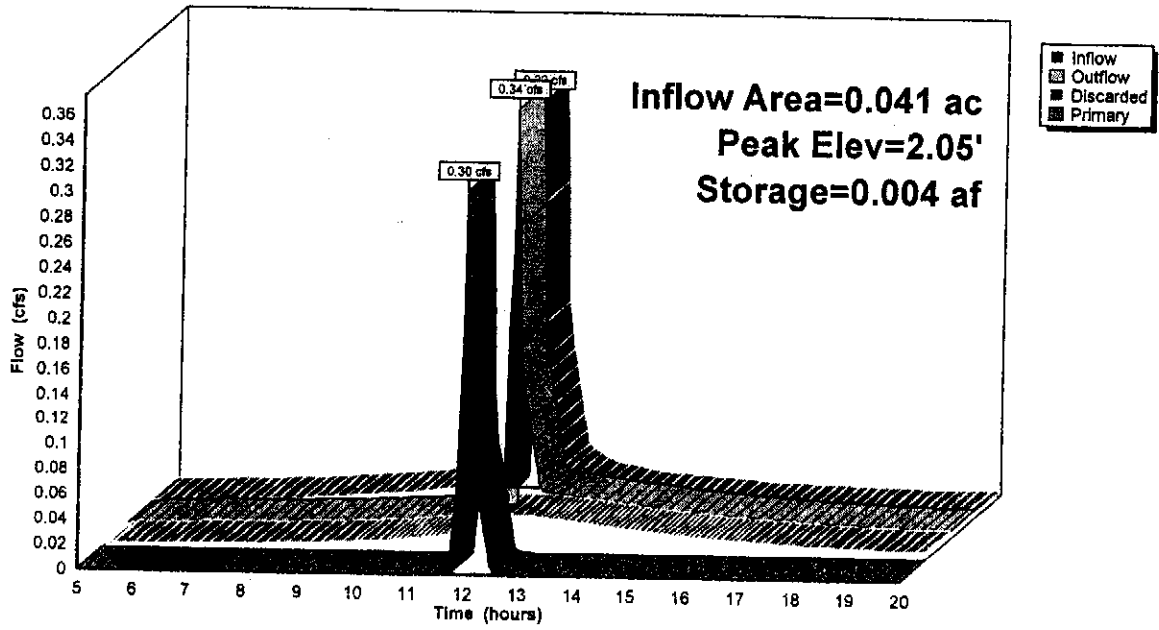
Volume	Invert	Avail. Storage	Storage Description
#1	0.00'	0.004 af	2.00'W x 100.00'L x 2.20'H Prismatic 0.010 af Overall x 40.0% Voids

Device	Routing	Invert	Outlet Devices
#1	Discarded	0.00'	1.020 in/hr Exfiltration over Wetted area Conductivity to Groundwater Elevation = -1.00'
#2	Primary	2.00'	10.0' long x 2.0' breadth Broad-Crested Rectangular Weir Head (feet) 0.20 0.40 0.60 0.80 1.00 1.20 1.40 1.60 1.80 2.00 2.50 3.00 3.50 Coef. (English) 2.54 2.61 2.61 2.60 2.66 2.70 2.77 2.89 2.88 2.85 3.07 3.20 3.32

Discarded OutFlow Max=0.03 cfs @ 12.00 hrs HW=2.05' (Free Discharge)
1=Exfiltration (Controls 0.03 cfs)

Primary OutFlow Max=0.29 cfs @ 12.00 hrs HW=2.05' (Free Discharge)
2=Broad-Crested Rectangular Weir (Weir Controls 0.29 cfs @ 0.58 fps)

Pond 13P: Leach Trench



Medway Planning and Economic Development Board
FORM Q - Request for Waiver from Rules and Regulations
 Complete 1 form for each waiver request

Project Name:	Bay Oaks
Property Location:	104 Fisher Street
Type of Project/Permit:	Definitive Subdivision Plan
Identify the number and title of the relevant Section of the applicable Rules and Regulations from which a waiver is sought.	7.10.2 Curbs & Berms
Summarize the text of the relevant Section of the Rules and Regulations from which a waiver is requested.	7.10.2: Curbing shall be for neighborhood slope granite edging.
What aspect of the Regulation do you propose be waived?	Waiver curb requirement.
What do you propose instead?	No curbing.
Explanation/justification for the waiver request. Why is the waiver needed? Describe the extenuating circumstances that necessitate the waiver request.	No curbing to allow country drainage swale along roadway.
What is the estimated value/cost savings to the applicant if the waiver is granted?	Approx. \$23.00 per foot.
How would approval of this waiver request result in a superior design or provide a clear and significant improvement to the quality of this development?	Allow for runoff from road surface to disperse at edge of roadway.
What is the impact on the development if this waiver is denied?	Provide curbing with drain structures.
What are the design alternatives to granting this waiver?	Provide curbing with drain structures.
Why is granting this waiver in the Town's best interest?	Reduce site impacts.
If this waiver is granted, what is the estimated cost savings and/or cost avoidance to the Town?	No significant savings.
What mitigation measures do you propose to offset not complying with the particular Rule/Regulation?	None
What is the estimated value of the proposed mitigation measures?	None
Other Information?	
Waiver Request Prepared By:	GLM Engineering Consultants, Inc.
Date:	August 15, 2012

R E C E I V E D
 AUG 16 2012
 TOWN OF MEDWAY
 PLANNING & ECONOMIC DEVELOPMENT

Questions?? - Please contact the Medway PED office at 508-533-3291.

Medway Planning and Economic Development Board
FORM Q - Request for Waiver from Rules and Regulations
 Complete 1 form for each waiver request

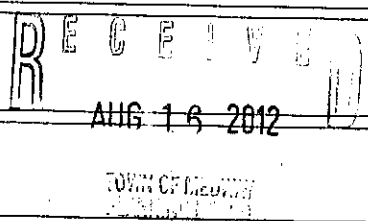
Project Name:	Bay Oaks
Property Location:	104 Fisher Street
Type of Project/Permit:	Definitive Subdivision Plan
Identify the number and title of the relevant Section of the applicable Rules and Regulations from which a waiver is sought.	7.9.7: Roadway Construction
Summarize the text of the relevant Section of the Rules and Regulations from which a waiver is requested.	7.9.7.g: Roadway Width, Neighborhood Street (20 feet)
What aspect of the Regulation do you propose be waived?	Request waiver to 18 foot width.
What do you propose instead?	18 foot wide pavement.
Explanation/justification for the waiver request. Why is the waiver needed? Describe the extenuating circumstances that necessitate the waiver request.	Reduced pavement width will preserve the existing trees.
What is the estimated value/cost savings to the applicant if the waiver is granted?	Approx. \$4.00 per foot.
How would approval of this waiver request result in a superior design or provide a clear and significant improvement to the quality of this development?	Reduce site impacts.
What is the impact on the development if this waiver is denied?	Provide 20 foot wide roadway.
What are the design alternatives to granting this waiver?	Provide 20 foot wide roadway.
Why is granting this waiver in the Town's best interest?	Reduce site impacts.
If this waiver is granted, what is the estimated cost savings and/or cost avoidance to the Town?	None
What mitigation measures do you propose to offset not complying with the particular Rule/Regulation?	None
What is the estimated value of the proposed mitigation measures?	None
Other Information?	
Waiver Request Prepared By:	GLM Engineering Consultants, Inc.
Date:	August 15, 2012
Questions?? - Please contact the Medway PED office at 508-533-3291.	

R E C E I V E D
 AUG 16 2012

TOWN OF MEDWAY
 PLANNING DEPT.

Medway Planning and Economic Development Board
FORM Q - Request for Waiver from Rules and Regulations
 Complete 1 form for each waiver request

Project Name:	Bay Oaks
Property Location:	104 Fisher Street
Type of Project/Permit:	Definitive Subdivision Plan
Identify the number and title of the relevant Section of the applicable Rules and Regulations from which a waiver is sought.	7.19 Trees & Slope Stabilization
Summarize the text of the relevant Section of the Rules and Regulations from which a waiver is requested.	7.19.2: Requires center island in cul-de-sac.
What aspect of the Regulation do you propose be waived?	No center island.
What do you propose instead?	Hammerhead Turnaround.
Explanation/justification for the waiver request. Why is the waiver needed? Describe the extenuating circumstances that necessitate the waiver request.	Hammerhead will reduce impervious area and site clearing.
What is the estimated value/cost savings to the applicant if the waiver is granted?	No significant savings.
How would approval of this waiver request result in a superior design or provide a clear and significant improvement to the quality of this development?	Will reduce impervious area and site impacts.
What is the impact on the development if this waiver is denied?	Increase impervious & site clearing.
What are the design alternatives to granting this waiver?	Provide Hammerhead Turnaround.
Why is granting this waiver in the Town's best interest?	Reduce impacts.
If this waiver is granted, what is the estimated cost savings and/or cost avoidance to the Town?	None
What mitigation measures do you propose to offset not complying with the particular Rule/Regulation?	None
What is the estimated value of the proposed mitigation measures?	None
Other Information?	
Waiver Request Prepared By:	GLM Engineering Consultants, Inc.
Date:	August 15, 2012



 RECEIVED
 AUG 16 2012
 TOWN OF MEDWAY

Questions?? - Please contact the Medway PED office at 508-533-3291.

Medway Planning and Economic Development Board
FORM Q - Request for Waiver from Rules and Regulations
 Complete 1 form for each waiver request

Project Name:	Bay Oaks
Property Location:	104 Fisher Street
Type of Project/Permit:	Definitive Subdivision Plan
Identify the number and title of the relevant Section of the applicable Rules and Regulations from which a waiver is sought.	7.13 Sidewalks
Summarize the text of the relevant Section of the Rules and Regulations from which a waiver is requested.	7.13.2 Sidewalk required on one side with 4 foot grass strip.
What aspect of the Regulation do you propose be waived?	No Sidewalk
What do you propose instead?	No Sidewalks
Explanation/justification for the waiver request. Why is the waiver needed? Describe the extenuating circumstances that necessitate the waiver request.	No sidewalks exist within the current roadway. No sidewalk will reduce site impacts.
What is the estimated value/cost savings to the applicant if the waiver is granted?	Approx. \$13.00 per foot.
How would approval of this waiver request result in a superior design or provide a clear and significant improvement to the quality of this development?	Allow runoff from roadway to disperse into swale along roadway.
What is the impact on the development if this waiver is denied?	Provide sidewalk.
What are the design alternatives to granting this waiver?	None
Why is granting this waiver in the Town's best interest?	Reduce site impacts.
If this waiver is granted, what is the estimated cost savings and/or cost avoidance to the Town?	No significant savings.
What mitigation measures do you propose to offset not complying with the particular Rule/Regulation?	None
What is the estimated value of the proposed mitigation measures?	None
Other Information?	--
Waiver Request Prepared By:	GLM Engineering Consultants, Inc.
Date:	August 15, 2012
Questions?? - Please contact the Medway PED office at 508-533-3291.	

RECEIVED
 AUG 16 2012
 TOWN OF MEDWAY
 PLANNING BOARD

Medway Planning and Economic Development Board
FORM Q - Request for Waiver from Rules and Regulations
 Complete 1 form for each waiver request

Project Name:	Bay Oaks
Property Location:	104 Fisher Street
Type of Project/Permit:	Definitive Subdivision Plan
Identify the number and title of the relevant Section of the applicable Rules and Regulations from which a waiver is sought.	7.9.1.e: Location
Summarize the text of the relevant Section of the Rules and Regulations from which a waiver is requested.	The Board may authorize permanent private ways for subdivisions up to 3 lots.
What aspect of the Regulation do you propose be waived?	Request waiver to allow 5 lots on a private way.
What do you propose instead?	-
Explanation/justification for the waiver request. Why is the waiver needed? Describe the extenuating circumstances that necessitate the waiver request.	The existing roadway is currently private and the proposed is an extension of the existing roadway.
What is the estimated value/cost savings to the applicant if the waiver is granted?	No significant cost savings.
How would approval of this waiver request result in a superior design or provide a clear and significant improvement to the quality of this development?	Reduce site clearing. Preserve the existing vegetation.
What is the impact on the development if this waiver is denied?	Increase roadway widths.
What are the design alternatives to granting this waiver?	-
Why is granting this waiver in the Town's best interest?	The Town will not be required to maintain the roadway.
If this waiver is granted, what is the estimated cost savings and/or cost avoidance to the Town?	N/A
What mitigation measures do you propose to offset not complying with the particular Rule/Regulation?	N/A
What is the estimated value of the proposed mitigation measures?	N/A
Other Information?	
Waiver Request Prepared By:	GLM Engineering Consultants, Inc.
Date:	August 15, 2012
Questions?? - Please contact the Medway PED office at 508-533-3291.	

R E C E I V E D
 AUG 16 2012

TOWN OF MEDWAY
 PLANNING BOARD

PGC ASSOCIATES, INC.

1 Toni Lane
Franklin, MA 02038-2648
508.533.8106
508.533.0617 (Fax)
gino@pgcassociates.com

August 23, 2012

Mr. Bob Tucker, Vice Chairman
Medway Planning Board
155 Village Street
Medway, MA 02053

R E C E I V E D
AUG 23 2012

TOWN OF MEDWAY
PLANNING BOARD

Re: Bay Oaks Definitive Subdivision Plan

Dear Mr. Tucker:

I have reviewed the second revised subdivision plan submitted by Andy Rodenhiser of Medway for property off Fisher Street. The plan was prepared by GLM Engineering Consultants, Inc. of Holliston, and is dated May 18, 2012 with revision dates of July 30, 2012, and August 15, 2012. The site is within the AR-I district.

The plan proposes to construct an extension to a private way cul-de-sac in order to create frontage and divide an existing 8.78-acre lot with an existing house on it into 4 lots. The existing house on the property would remain on one of the 4 lots with an area of 122,426 square feet. The new lots would have areas of 44,005 (Lot 1), 82,165 (Lot 2) and 116,595 (Lot 3) square feet.

The comments from my original July 5, 2012 letter are repeated along with the comments on the first revised plan from my August 9, 2012 letter which are in **bold**. New comments are in *Arial italics* as follows:

Zoning

1. The proposed lots meet the area, frontage and lot shape factor to comply with the zoning bylaw. It should be noted that Lots 2 and 3 include wetlands. While no calculation has been provided, it is clear from the drawings that the wetlands comprise less than 50% of these lots and thus the lots meet the requirement that the minimum required lot area must be at least 50% uplands. **The wetlands calculations have not been provided. OK.**

Subdivision Rules and Regulations

2. Section 5.7.9 requires that existing wells and septic systems on, and within 100 feet of, the property be shown. An existing well is shown but no septic system for the existing dwelling. **The existing septic system on Lot 4 is now shown as well as the existing wells on abutting properties. The applicant explains that the existing septic systems for the abutting lots are not shown, but they appear to be in the front of those lots. OK.**
3. Section 5.7.12 requires that the ROW and pavement width of streets within 700 feet of the subdivision be provided. A locus plan was provided but the ROW and pavement width

information was not. The ROW width for the existing private way leading to the proposed subdivision was provided, but the pavement width was not. **The pavement width for Dover Lane is now shown, but the ROW and pavement width of Fisher Street are not. The Fisher Street pavement width is still not shown.**

4. Section 5.7.16 requires that waiver requests be listed on the cover sheet. No waivers are listed, but three waivers were requested separately. **The three waiver requests are now shown on the cover sheet. OK. There are now 7 waiver requests and they are all shown on the cover sheet. OK.**
5. Section 5.7.19 requires that electrical, telecommunications and cable TV lines be shown on the plan. This was not done, and no waiver is requested. **This information is now shown. It should be noted that NStar will have control over this. OK.**
6. Section 5.7.22 requires soil tests be provided indicating ledge, water table, etc. It is not clear if this was provided. The locations of the tests are shown on the plan so it is presumed that the results have been provided. **The soil tests are in the drainage report. OK.**
7. Section 5.7.23 requires stormwater information including a long-term operations and maintenance plan to be shown on the plans. This was not done. A waiver is requested to allow steeper slopes on the detention basin, but much of the proposed road has an elevation lower than the proposed detention basin. It is unclear how runoff from that section will be handled. **The operation and maintenance plan is included in the drainage report. Also, the runoff from the lower sections of the roadway is proposed to run down Dover Lane to the catch basins at the bottom. OK.**
8. Section 5.7.24 requires information on street trees. This was not done, and no waiver is requested. **Plantings, including 4 white pines and 12 rhododendrons are proposed around the detention basin. No street trees are proposed and no waiver is requested. A waiver to not require street trees is now requested.**
9. Section 5.7.27 requires that street and traffic control signs be shown on the plans. This was not done, but given the nature of the proposed subdivision (i.e. extending an existing cul-de-sac) it is likely that no signs are necessary. **A street sign indicating Dover Lane and Fisher Street is now shown as well as signs indicating to yield to pedestrians. OK.**
10. Section 5.7.28 requires that streetlights be shown on the plans. This information was not provided, and no waiver has been requested. **The applicant indicates that no streetlights have been requested by the safety officer. OK.**
11. Section 5.7.31 requires open space to be shown. None is proposed and since it is not required, no waiver is needed. **OK.**
12. Section 5.7.32 requires cul-de-sac landscaping. No actual cul-de-sac is proposed. Typically, the Board requests a landscape plan for the area of the bulb where the detention basin is located and driveways form a “hammerhead” turnaround. **A planting plan around the detention basin is now proposed. I am not sure that white pines are the best choice for**

trees due to tendency to drip lower branches. A waiver from the requirement for a cul-de-sac island is now requested. Still not sure that white pines are best species for screening.

13. Section 5.7.33 requires a Preliminary Stormwater Pollution Prevention Plan. This was not done, and a waiver is requested. **This has now been provided. OK.**
14. Section 5.7.35 requires that clearing and grading limits be shown on the plan and stockpile areas be marked. Tree lines are indicated but clearing limits are not shown on the plan. **A stockpile area is now shown. OK.**
15. Section 5.7.36 requires that house footprints of 40' x 80' be shown. The footprints shown appear to be smaller and no waiver is requested. **The footprints are now 40' x 80'. OK.**
16. Section 7.5 requires an Erosion and Sedimentation Control plan. This was not provided. **This has now been provided. OK.**
17. Section 7.7.2 (p) requires detention and retention basins to be on a separate parcel. A waiver is requested from this requirement. However, the detention basin is shown to be within the proposed road layout and this has been accepted as a "separate parcel" in previous projects. **OK.**
18. Section 7.9.3 requires that intersection sight distances be shown on the plan. This was not done, and no waiver is requested. While sight distance information is not needed where the proposed new road extension meets the existing cul-de-sac, it should be provided for the Fisher Street intersection. **The applicant responds that the safety officer has asked that brush along Fisher Street be cleared to improve sight distance and the area of clearing is now shown on the plans. OK.**
19. A waiver is requested from Section 7.9.5 requiring a minimum centerline grade of 2%, but the proposed grade is not indicated. **Grades are now shown, but no waiver is requested. This comment was made in error. OK.**
20. A waiver is requested from Section 7.10.2 requiring Cape Cod berms as required on permanent private ways. No berms are proposed in order to allow stormwater to run off into a swale on one side of the road. No crown is proposed either, as the road will be slanted in a single direction. The waiver should be requested from the requirement for sloped granite curb on neighborhood streets. **This comment still stands. Applicant asks that the Board review this. The waiver is now requested from neighborhood street standards. OK.**
21. Section 7.13 specifies the requirements for sidewalks. No sidewalks are shown and no waiver is requested. **This comment still stands. Applicant asks that the Board review this. A waiver is now requested. OK.**
22. Section 7.19.2 requires that street trees be 12 feet high and with a 2 ½ inch caliper at 4 feet above grade. This section also specifies that they be located outside the right-of-way and at intervals of every 40 feet. No new trees are shown. No waiver is requested. **This comment stands. Applicant suggests that existing trees along the roadway shall remain. If this is**

acceptable to the Board, I suggest that a waiver be requested. *A waiver is now requested. OK.*


23. Sections 7.19.9 requires the center island of a cul-de-sac to be 24' in diameter with a 10' apron around it. No center island is proposed. **Again, applicant states that no center island is proposed. A waiver should be requested. A waiver is now requested. OK.**
24. Section 7.21.1 pertains to street lights. None are proposed and no waiver is requested. **As stated previously, safety officer has not requested streetlights. OK.**
25. Section 7.22 provides the Board discretion to require walkways, trails, and/or bikeways. None are proposed. **OK.**

General Comments

26. While the plans are labeled "4-lot residential subdivision," the design appears to be nearly in compliance with the requirements for a permanent private way (and the waiver request for curbing is from the requirement for a permanent private way. However, since it is a 4-lot subdivision, it does not qualify as permanent private way. Furthermore, the subdivision is an extension to an existing private way that probably could qualify as one. Therefore, this subdivision should be categorized as a neighborhood street serving 5 abutting residences. Waivers should be requested for all deviations from the standards for neighborhood streets. **This comment still stands. Applicant asks that the Board review this. A waiver to allow a permanent private way to serve 5 residences is now requested. OK.**

If there are any questions about these comments, please call or e-mail me.

Sincerely,



Gino D. Carlucci, Jr.

Susan Affleck-Childs

From: Pellegri, David [david.pellegrini@tetrattech.com]
Sent: Monday, August 20, 2012 3:05 PM
To: Susan Affleck-Childs
Subject: Bay Oaks
Attachments: 20120820150923.pdf

R E C E I V E D
AUG 20 2012

TOWN OF MIDWAY
PLANNING BOARD

Susy,
Please find attached our updated review of Bay Oaks. They have addressed all of our comments with the exception of numbers 20, 44, and 46 which I feel should be included in the conditions for the project.
Thanks,
Dave

David R. Pellegri, P.E. | Senior Project Manager
Direct: 508.903.2408 | Main: 508.903.2000 | Fax: 508.903.2001
david.pellegrini@tetrattech.com

Tetra Tech | Engineering and Architecture Services
1 Grant Street | Framingham, MA 01701 | www.tetrattech.com

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TETRA TECH

RECEIVED
AUG 20 2012

July 2, 2012
(Revised August 8, 2012)
(Revised August 20, 2012)

TOWN OF MEDWAY
PLANNING BOARD

Mr. Robert Tucker
Vice Chairman-Planning and Economic Development Board
Medway Town Hall
155 Village Street
Medway, MA 02053

**Re: Bay Oaks
Definitive Subdivision Plan Review
Medway, Massachusetts**

Dear Mr. Tucker:

Tetra Tech (TT) has performed a review of the proposed Definitive Subdivision Plan for the above-mentioned project. The project includes the construction of a four lot subdivision off of Fisher Street, near the Holliston Town Line. The project proposes to extend the existing private way cul-de-sac to create three additional house lots. The existing site is approximately 8.7 acres and is primarily wooded, with one existing single family house. The three new residential buildings will require private utility connections gas, electric, and telecommunications. The sewer will be serviced through the use of on-site septic systems and the water will utilize on-site wells. The stormwater design will primarily consist of a swale running along the proposed roadway which will then discharge to a small drainage basin located adjacent to the proposed roadway. The roof runoff will be collected and discharged into below ground infiltration chambers.

TT is in receipt of the following materials:

- A plan (Plans) set entitled "Definitive Subdivision of Bay Oaks in Medway Massachusetts", dated May 18, 2012, prepared by GLM Engineering Consultants, Inc. (GLM).
- A stormwater report entitled "Stormwater Report, Bay Oaks", dated May 18, 2012, prepared by GLM.
- Application for Approval of a Definitive Subdivision Plan (Form C) and Request for Waiver from Rules and Regulations (Form Q), prepared by GLM.
- Additional miscellaneous application material including a Designer's Certificate (Form D), and a Development Impact Report (Form F), prepared by GLM.

Engineering and Architecture Services
One Grant Street
Framingham, MA 01701
Tel 508.903.2000 Fax 508.903.2001



The Plans, Drainage Report and accompanying materials were reviewed for conformance with the Town of Medway, Massachusetts Planning Board Rules and Regulation, the MA DEP Storm Water Management Standards (Revised January 2008), Town of Medway Water/Sewer Department Rules and Regulations, and good engineering practice. The following is a list of comments generated during the review of the design documents. Reference to the applicable regulation requirement is given in parentheses following the comments.

On June 27, 2012 at 4:00 PM, Tetra Tech met the applicant on-site to perform a site walk and review the existing conditions on the plan versus the field conditions. At that time, we discussed several comments that were generated in a draft of this review letter. Although the applicant answered some of the questions below during the site walk, we've left them on the list for the Planning and Economic Development Board's review, along with the information provided by the applicant (shown in italics following several of the comments).

On July 31st, 2012, TT received an updated package including a cover letter providing comment responses, plans, drainage report, and a list of waivers addressing our original comments. We have reviewed this package and have updated our comments, as bulleted below the original comment.

On August 17, 2012, TT received a second updated package including a revision to the drainage report, modified plans, and a waiver list. We have reviewed this package and have updated our comments as bulleted below the original comment. At this time all of the items have been addressed to our satisfaction except those requiring conditions if the project is approved by the PEDB.

The following items were found to be not in conformance with the Rules and Regulations for the Review and Approval of Land Subdivisions (Chapter 100), or requiring additional information:

Section 5.0- Procedures for Submission, Review and Action on Definitive Subdivision Plans

1. The street name for the existing street should be shown on the plans (beyond just Sheet 1) (Ch. 100 §5.7.1)
 - **TT 8/8/12 Update:** This item has been addressed to our satisfaction.
2. The plan shall contain vertical and horizontal benchmarks (Ch. 100 §5.7.4)
 - **TT 8/8/12 Update:** This item has been addressed to our satisfaction.



3. The Existing Conditions Plan should show the limits of wooded areas, tree masses, and/or large freestanding trees. (Ch. 100 §5.5.6)
 - **TT 8/8/12 Update:** This item has been addressed to our satisfaction.
4. Location of the minimum lines of building setback as required by the Zoning By-Law shall be shown (Ch. 100 §5.5.14)
 - **TT 8/8/12 Update:** This item has been addressed to our satisfaction.
5. A list of waiver requests shall appear on the cover sheet. (Ch. 100 §5.5.16)
 - **TT 8/8/12 Update:** This item has been addressed to our satisfaction.
6. Proposed layout of electric, telecommunications, natural gas, cable TV, and spare communications conduit shall be shown on the plan. (Ch. 100 §5.5.19)
 - **TT 8/8/12 Update:** This item has been addressed to our satisfaction.
7. The plan shall identify specific trees that are to be retained and where new trees are to be planted (Ch. 100 §5.5.24)
 - **TT 8/8/12 Update:** This item has been addressed to our satisfaction.
8. Specific lot information shall be shown in tabular form on the first sheet of the Plans. (Ch. 100 §5.5.26)
 - **TT 8/8/12 Update:** This item has been addressed to our satisfaction.
9. A note shall be added to the cover sheet of the Definitive Subdivision Plan indicating that all improvements shall be constructed in accordance with Mass Highway handicap requirements and the current ADA/AAB requirements in effect at the time of construction. (Ch. 100 §5.5.34)
 - **TT 8/8/12 Update:** This item has been addressed to our satisfaction.
10. Clearing limits shall be clearly shown on the plans. (Ch. 100 §5.5.35)
 - **TT 8/8/12 Update:** This item has been addressed to our satisfaction.
11. Location of house footprints shall be shown at forty feet (40') by eighty feet (80'). (Ch. 100 §5.5.36)



- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

Section 7.0- Design and Construction Standards

12. A note shall be added to the plan stating "No dwelling will be constructed on any lot without first securing from the Board of Health the Disposal Works Construction Permit required by Title 5 of the State Environmental Code" (Ch. 100 §7.6.2(e))

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

13. A detail shall be provided showing the conduit for all private utilities and shall include a spare communication conduit installed in the same trench with electric, telephone and cable conduit for future use by the Town of Medway. (Ch. 100 §7.6.2 (b))

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

14. Substantial landscaping and planting shall be provided around detention and retention basins and shall be included in the overall design of the drainage system. (Ch. 100 §7.7.2(r))

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction. The board should review the plantings and confirm acceptance.

15. The Board may authorize permanent private ways for subdivisions of up to three lots/dwelling units. The proposed development seems to be in conflict with this requirement. Please clarify at the hearing. (Ch. 100 §7.9.1 (e))

- **TT 8/8/12 Update:** The PEDB should interpret this regulation and how it applies to this proposed subdivision.
- **TT 8/20/12 Update:** The PEDB determined that waivers would be required from the applicant in order for the roadway design to meet the permanent private way regulations.

16. The maximum length of a dead end street shall be six hundred feet. (Ch. 100 §7.9.6 (b))

- **TT 8/8/12 Update:** The proposed roadway is 5+95' to the center of the cul-de-sac from the center line of Fisher Street.



17. Driveway openings shall have a three-foot (3') radius edge treatment. (Ch. 100 §7.11.1)

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

18. A fire alarm system shall be installed in accordance with the specifications of and located as directed by the Medway Fire Department or a sum of money paid to the Town equal to the cost of installing a fire alarm system within the subdivision. (Ch. 100 §7.17.1)

TT 8/8/12 Update: There does not appear to be a fire alarm system proposed so the applicant should verify that the sum of money will be paid to the fire department.

19. Trees shall be planted in accordance with Ch. 100 §7.19.2.

- **TT 8/8/12 Update:** This item has not been addressed and may require a waiver. The intent is to preserve existing trees close to the roadway.
- **TT 8/20/12 Update:** A waiver has been submitted by the applicant for this item.

20. Verify that the existing trees designated to remain along street are clear of any branches from the approved grade level to a point seven feet (7') above finish grade. (Ch. 100 §7.19.3)

- **TT 8/8/12 Update:** A note should be added to the plan to address this.
- **TT 8/20/12 Update:** This should be included in the conditions.

21. Street lights shall be installed where the Traffic Safety Officer deems they are needed for public safety. (Ch. 100 §7.21.1)

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

The following items were found to be not in conformance with the requirements of the Land Subdivision-Form F, or requiring additional information:

22. A brief narrative should be attached to the Form F identifying measures that have been taken during design for the items listed in numbers 35 through 55.



- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

The following items were found to be not in conformance with the MA DEP Storm Water Management Standards, or requiring additional information:

23. Full sized Pre- and Post- plans should be submitted with labeled areas and time of concentration lines to verify the Hydrocad model.

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

24. Infiltration rates for "B" soils in the Cultec System is modeled at 2.40 in/hr. This is consistent with an "A" soil. The model should be revised to reflect the infiltration rate for "B" soils.

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

25. There is an increase in Peak Rate and Volume toward the Fisher Street Analysis Point. Will that flow impact the catch basins capacity? Are there any flooding issues at that location historically? While not representing large flows, is there an opportunity to employ additional BMP's to mitigate flows and volume? *I spoke with the applicant about this during the site walk. The applicant stated that he had never known there to be any flooding around these two existing catch basins and therefore didn't anticipate a capacity issue with the minor additional flow.*

- **TT 8/8/12 Update:** The applicant added swales to the proposed plan and modified the recharge calculations to include the swales, however that information is not reflected in the model. We would like the swales added to the model to see the amount of decrease and then determine if the addition of another swale on the opposite side of the roadway is warranted.

- **TT 8/20/12 Update:** The applicant increased the size of the swale to increase infiltration and thus decrease the post-development runoff. The project now results in no net increase in the post development flow towards Fisher Street.

26. Supporting documentation has not been submitted showing compliance with MA DEP Stormwater Management Standards. Water Quality volume, Total Suspended Solids, and Drawdown calculations, plus the Stormwater Checklist should be submitted for review.



- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

The following items were found to be not in conformance with good engineer practice or requiring additional information:

27. The plan should clarify that the roadway extension is to be a Private Public Way, consistent with the existing roadway.

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

28. The material of the existing driveway should be labeled.

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

29. What are the restrictions for the existing 50' Right of Way running primarily through Lot 2? Who owns the parcel within the ROW. *The applicant informed TT during the Site Walk that the ROW is for access purposes only and that there are no restrictions that would limit the proposed design.*

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

30. The limits of the silt fence, as shown on Sheet 4, should be extended between the wetlands and the buildings on Lots 2 and 3. The silt fence is shown extending further on Sheet 6.

TT 8/8/12 Update: This item has been addressed to our satisfaction. Silt fence is provided for roadway and is acceptable for that scope of work. Additional silt fence will be provided during the Notice of Intent procedure for the proposed house construction.

31. The roadway cross section shows 2' flat shoulders, however the grading on Sheet 4 does not appear to be consistent with that. Is 2' flat shoulders sufficient for pedestrian access? Would it be better to widen one side?

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

32. GIS information shows two potential vernal pools on the site. This should be clarified further through the Notice of Intent process.

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.



33. There is an existing path through the rear of the property. What is this path used for? Does the path need be relocated outside of the backyard of the house proposed on Lot 3? *The applicant informed TT during the Site Walk that the path is no longer used, therefore we don't see the necessity of relocating.*

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

34. Existing private utilities should be shown on the plans.

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

35. The approximate location of the existing septic system associated with the existing dwelling to remain on Lot 4 should be shown on the plans to confirm that the new lot lines do not create a non-compliance issue with the state sanitation code. *The applicant identified the location of the existing septic in the field and based on that location there doesn't appear to be any potential conflicts between the required off-set distances and the new property lines. We would still like the existing system to be shown on the plan.*

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

36. How does the Access & Utility Easement for between Lot 1 and 2 affect potential development within the existing 50' wide ROW on Lot 2? *The applicant explained that the easement would not impact this development in any way. If the 50' wide ROW was developed in the future, the driveway to Lot 1 would need to be modified as necessary to accommodate a potential access road.*

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

37. The size and material for the pipe extending between the proposed houses and the cultic chambers should be labeled.

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

38. A monument detail should be added to the plans along with a label identifying type of monument to be set.

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

39. Please clarify what is happening to the existing driveway and how that is incorporated into the new roadway construction.



- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

40. Although it's not required by the regulations, we recommend replacing the top 4-inches of the proposed gravel base material with 4" of dense graded crushed stone to provide a better base.

TT 8/20/12 Update: This item has been addressed to our satisfaction. The detail has been modified to reflect our suggestion.

41. The applicant should coordinate with the fire department whether it's necessary to provide signage at the cul-de-sac identifying the house numbers that are located off the new roadway.

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

42. Existing stone walls should be shown on the plans.

- **TT 8/8/12 Update:** The applicant has stated that the walls are shown on sheet 3, however I believe there are more walls along the property line that are not shown.

- **TT 8/20/12 Update:** This item has been addressed to our satisfaction.

The following Waivers were requested on Form Q and therefore the current non-compliance of these items with the regulations were not included in the comments above:

Section 7.7.2 (M)-Stormwater Management-Side Slopes

Section 7.7.2 (P)-Stormwater Management-Separate Basin Parcel

Section 7.10.2-Curbs and Berms

43. The waiver request states that a waiver to section 7.10.2 is to allow country drainage swale along the roadway, however the grading does not reflect this. Only one section of roadway appears to sheet off to a basin or swale, approximately from STA 5+50 to 6+50).

- **TT 8/8/12 Update:** This item has been addressed to our satisfaction.

The following items were raised during the public hearing process and do not appear to have been addressed:



TETRATECH

44. The turning radius at the driveways must accommodate fire apparatus. (Fire Department Letter dated July 26, 2012)

- **TT 8/8/12 Update:** Radii have been added to the driveway entrances however the applicant shall state how it was determined that the radius was sufficient to accommodate the fire apparatus.
- **TT 8/20/12 Update:** This item should be included in the conditions of approval.

45. We further had discussion about water supply to the subdivision. (Fire Department Letter dated July 26, 2012)

- **TT 8/8/12 Update:** The applicant should discuss this issue with the fire department directly.

46. Addresses should be marked at the end of driveways if numbers on the houses are not visible from the road. (Fire Department Letter dated July 26, 2012)

- **TT 8/8/12 Update:** It does not appear that this has been addressed on the plan.
- **TT 8/20/12 Update:** This item should be included in the conditions of approval.

These comments are offered as guides for use during the Town's review. If you have any questions or comments, please feel free to contact us at (508) 903-2000.

Very truly yours,

A handwritten signature in black ink, appearing to read 'D. Pellegri'.

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

Susan Affleck-Childs

From: PGYORKIS@aol.com
Sent: Wednesday, July 25, 2012 2:37 PM
To: John F. Emidy
Cc: Susan Affleck-Childs
Subject: Request to Modify Previously Approved Site Plan
Attachments: DSC08471.JPG; DSC08472.JPG; 45 Milford Street Application to Modify0001.pdf

Dear Mr. Emidy:

Attached please find an Application to Modify a Previously Approved Site Plan dated 7/25/2012 submitted on behalf of PMAM Group LLC, Mark Smith.

In addition to the application I have included the following documents:

1. A letter outlining the proposed changes ✓
2. Copy of the Approved Existing North Elevation ✓
3. Copy of the Proposed North Elevation ✓
4. Signed and stamped letter from Anson Courtright, Architect
5. Attachment to the letter regarding Commercial Energy Efficiency
6. Attachment to the letter regarding AAB Ramps

As outlined on page 30 of the Medway Zoning Bylaw - Updated April 17, 2012, section c) I am requesting that you review this information with the hope that you will determine that, "the proposed changes are Non-Substantial."

I have also attached photos of the North, West, and South elevations of the building.

Thank you in advance for your consideration.

Paul G. Yorkis
President
Patriot Real Estate, Inc.
159 Main Street
Medway, MA 02053
Cell - 508-509-7860
Massachusetts 2011 Realtor of the Year

RECEIVED
JUL 25 2012

TOWN OF MIDWAY
PLANNING BOARD

45 Place
45 Midford ST

DISCRIPTION OF CHANGES TO PREVIOUSLY APPROVED SITE PLAN

On behalf of the applicant I share the following information:

1. No change to the site plan itself
2. No change to drainage
3. No change to parking
4. The only changes are as follows:
 - a. Replace one window with a door on the north side of the building
 - b. Replace the other windows with larger windows reflecting the needs of retail tenants
 - c. Modify a small area of the existing sidewalk to conform with AAB regulations

The changes above will permit the 2000 square feet of vacant space to be subdivided and to be a more attractive retail environment.

Numerous potential tenants have passed on the space because of the current window size and arrangement.

Thank you for your consideration

Paul G. Yorkis
President
Patriot Real Estate, Inc.

RECEIVED
JUL 25 2012

TOWN OF MIDWAY
PLANNING BOARD

**APPLICATION TO MODIFY A
PREVIOUSLY APPROVED SITE PLAN**

Medway Planning Board
155 Village Street - Medway, MA 02053
508 533-3291

RECEIVED
JUL 25 2012

TOWN OF MEDWAY
PLANNING BOARD

This application to modify an approved Site Plan 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)

Date: 7/25/2012

The undersigned, being the applicant and the owner of all land included within the site

shown on the previously approved site plan entitled Restaurant 45 Proposed Site Redevelopment
dated November 15, 2005, prepared by FAIST Engineering

and _____, herewith submits this application to modify the approved site plan.

1. Property Location Address: 45 Milford st

2a) Property Owner: PMAM Group LLC (Mark Smith)

Address: 45 Milford st

Medway, MA 02053

Primary Contact: Mark Smith

Telephone: 508 889-5431 FAX: _____

2b) Applicant (if other than property owner): _____

Address: _____

Primary Contact: _____

Telephone: _____ FAX: _____

Email address: _____

Please check here if you are the equitable owner (purchaser on a purchase and sales agreement.)

2c) 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. YORKIS

Address: 159 MAIN STREET
MEDWAY, MA 02053

Primary Contact: _____

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

Email address: pgyorkis@aol.com

3. Engineer: _____

Address: _____

Primary Contact: _____

Telephone: _____ FAX: _____

Email address: _____

4. Surveyor: _____

Address: _____

Primary Contact: _____

Telephone: _____ FAX: _____

5. Architect: ANSON COURTRIGHT AC-ARCHITECT

Address: 77 FAIRWOOD DRIVE #7214

PEMBROKE MA 02359

Primary Contact: ANSON

Telephone: 781-826-8400 FAX: 781-826-8400

6. Prior Site Plan

a. Approval Date: April 25, 2006

b. Was the prior site plan determined to be major or minor? MAJOR

7. Project Description – Please attach an explanation of why the approved site plan needs to be modified and include a detailed description of the changes you propose.

8. **Building Inspector's Determination - Scope of Proposed Modification**

- 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. YORRIS to serve as my Official Representative to represent my interests before the Town of Medway with respect to this application to modify an approved site plan.) In submitting this application, I also authorize the Planning Board, its agents, and other Town officials to access the site during the site plan modification review process.

[Signature]
Signature of Property Owner

7/25/2012
Date

[Signature]
Signature of Applicant (if other than Property Owner)
[Signature]
Signature of Official Representative

7/25/2012
Date

SUBMITTAL INSTRUCTIONS - Required Submittals

Town Clerk

- One (1) Site Plan Modification Application form with original signatures
- One (1) set of the proposed revised Site Plan prepared in conformance with the *Site Plan Rules and Regulations*
- One (1) copy of revised storm drainage calculations (if applicable)

Planning Board

- One (1) Site Plan Modification Application form with original signatures
- Twelve (12) sets of the proposed revised Site Plan prepared in conformance with the *Site Plan Rules and Regulations*
- Two (2) copies of revised storm drainage calculations (if applicable) **NA**
- For a *substantial* modification to a major site plan, an updated list of all abutters and parties of interest as defined in the *Site Plan Rules & Regulations*, certified by the Assessor **WA**
- Site Plan Modification Filing Fee** - Made payable to the Town of Medway

For projects up to 4,999 sq. ft./gross floor area	<u>\$ 500</u>
For projects of 5,000 - 9,999 sq. ft./gross floor area	\$ 750
For projects of 10,000 - 14,999 sq. ft./gross floor area	\$ 1,000
For projects of 15,000 sq. ft./gross floor area and more	\$ 1,500

NA
Site

Advance toward *Site Plan Review Expenses* - Made payable to Town of Medway - \$1,000

will be handled in house w/out outside consultants

NOTE - These must be two separate checks.

Susan Affleck-Childs

From: John F. Emidy
Sent: Wednesday, August 22, 2012 11:50 AM
To: Susan Affleck-Childs

Hi Susy,

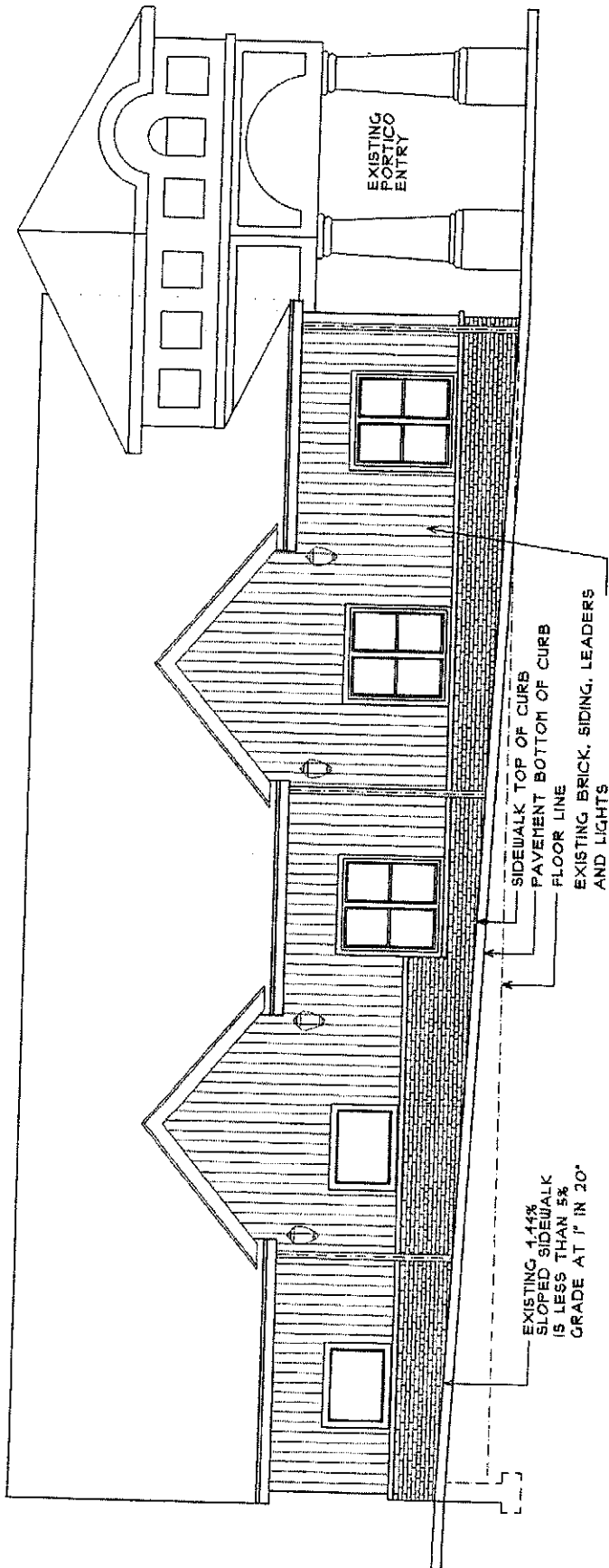
I'm in receipt of a request to modify the window area on the front section of the building located at 45 Milford Street. This section is the recently built addition. In my opinion, the proposed alteration is a non substantial change. Therefore, modification of the approved site plan will be required by the Planning Board prior to these proposed changes. Please contact me if you have any questions.

John

_____ Information from ESET NOD32 Antivirus, version of virus signature database 7408 (20120822)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>



EXISTING NORTH ELEVATION



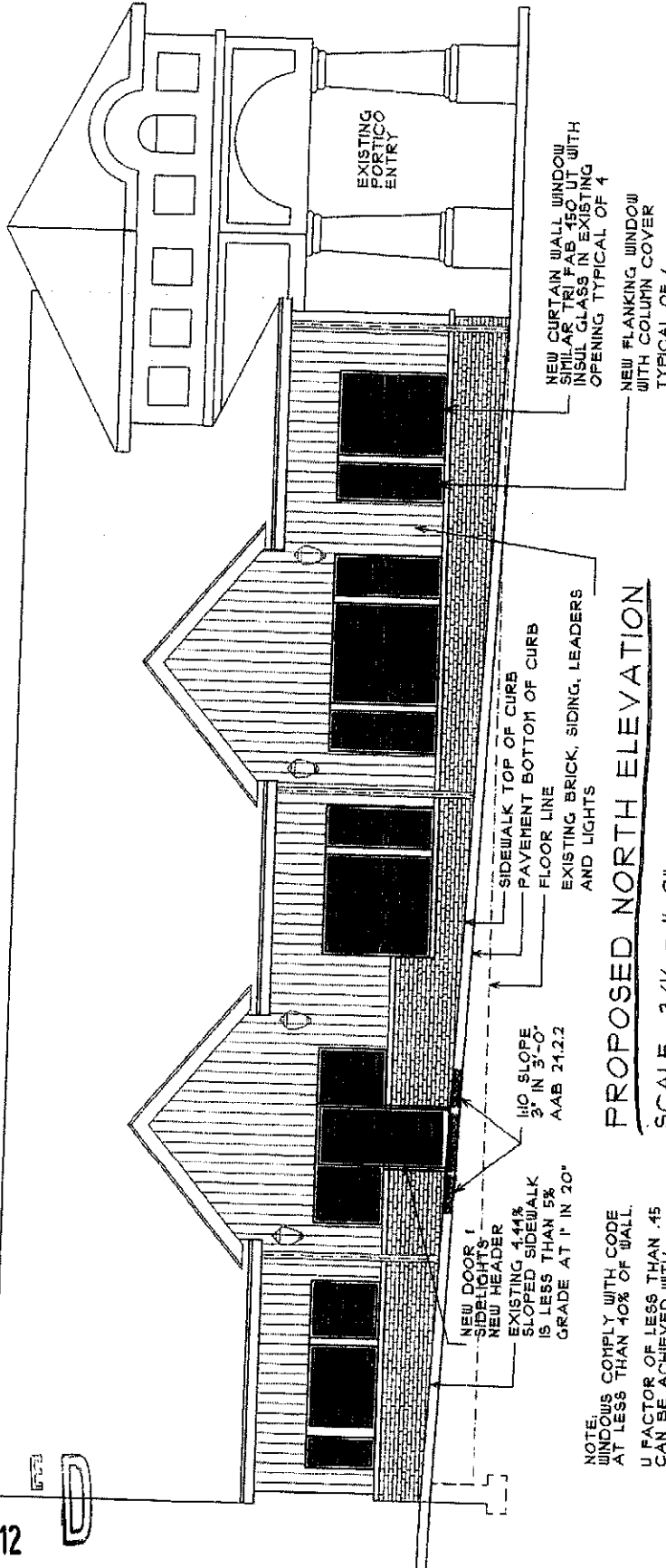
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JUL 25 2012

TOWN OF MEDWAY
PLANNING BOARD

Architect AC-Architect Anson Courtwright 71 Farwood Drive Peabroke MA 02351 781-430-2238	Owner PMAM GROUP, INC 45 MILFORD STREET MEDWAY MA	Project Elevation Modification Restaurant 45 RETAIL 45 MILFORD STREET MEDWAY MA	Drawing Name EXISTING ELEVATION	Date Elevation Review 1-21-2012	Dig # EX-1
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JUL 25 2012

TOWN OF MEDWAY
PLANNING BOARD



PROPOSED NORTH ELEVATION

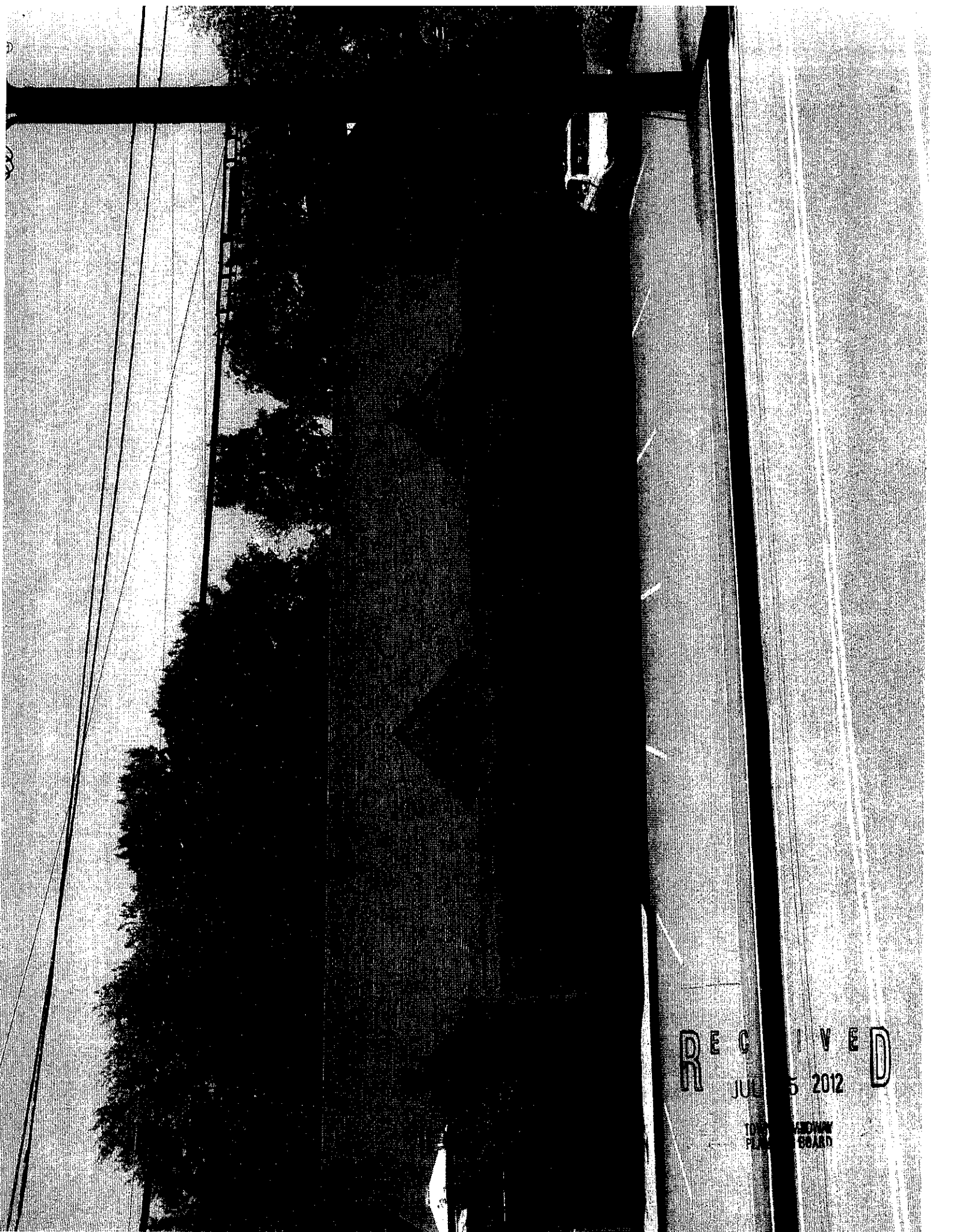
SCALE 3/16" = 1'-0"



NOTE:
WINDOWS COMPLY WITH CODE AT LESS THAN 40% OF WALL.
U FACTOR OF LESS THAN .45 CAN BE ACHIEVED WITH PROPOSED TRI FAB SYSTEM
SIDEWALK MODIFICATIONS SHALL COMPLY WITH AAS SLOPE
LIFT OR RAMP TO BE PROVIDED AT INTERIOR OF UNIT.

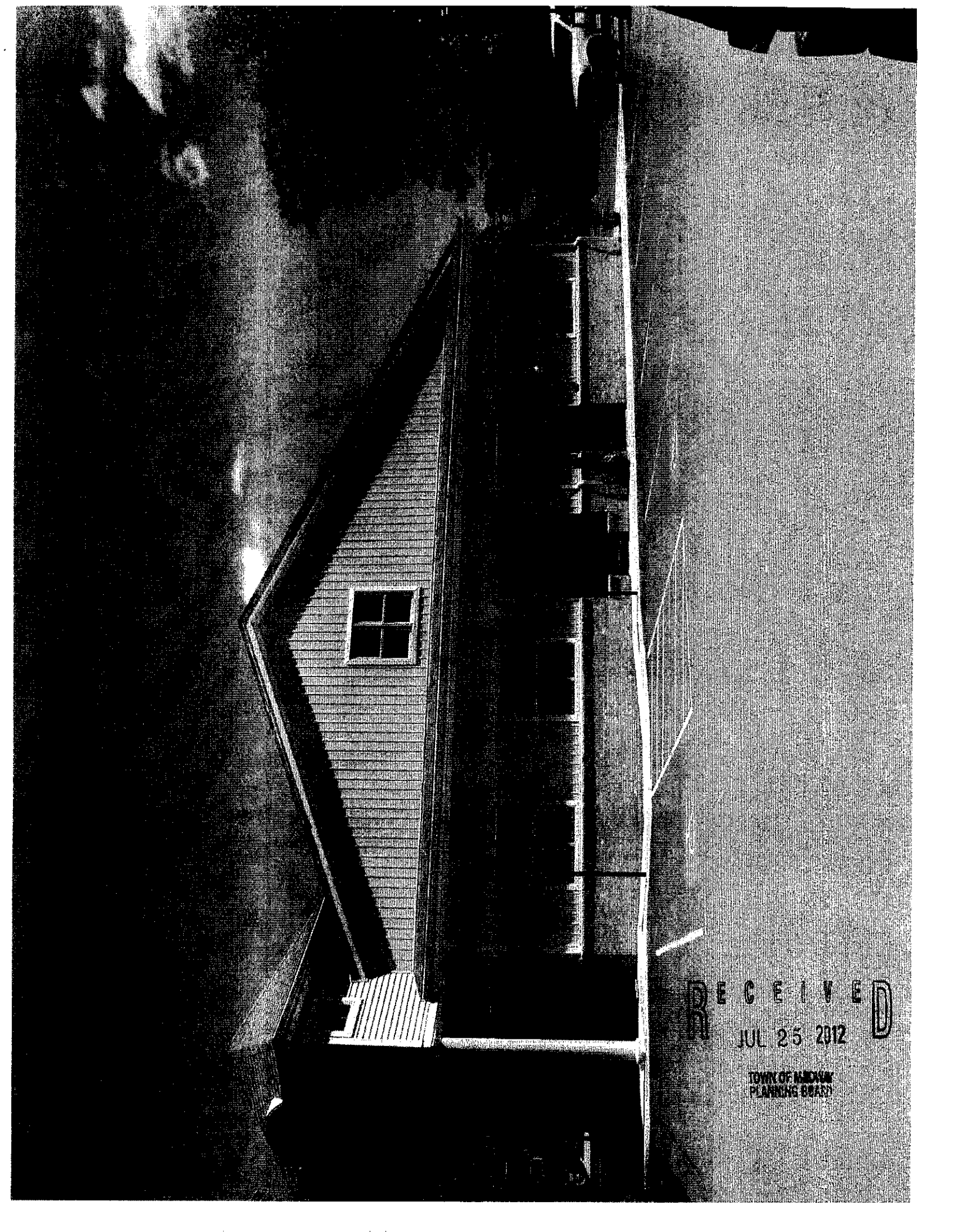


Architect AC-Architect Anson Courtright 11 Fenwick Drive Frambridge MA 02349 781-430-2293	Owner PMAM GROUP, INC 45 MILFORD STREET MEDWAY MA	Project Elevation Modification Restaurant - 45 RETAIL 45 MILFORD STREET MEDWAY MA	Drawing Name North Elevation PROPOSED ELEVATION	Date Elevation Review 7-24-2012	Dwg # PE-1
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TO THE BOARD
PEOPLE'S BOARD



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TOWN OF MIDWAY
PLANNING BOARD



Town of Medway
DESIGN REVIEW COMMITTEE
155 Village Street
Medway MA 02053
508-533-3291
drc@townofmedway.org

August 23, 2012

Mark Smith
PMAM Group, Inc
45 Milford St
Medway, MA 02053

RE: DRC DESIGN RECOMMENDATION - RESTAURANT 45 RETAIL BUILDING ELEVATION
MODIFICATION

Dear Mark,

Thank you for submitting the site plan and ELEVATION MODIFICATION for the Restaurant 45 Retail Building to the Medway Design Review Committee (DRC). The information was filed with the Town on 8/15/12. The proposed elevation modification plan dated 7/24/2012 was prepared by AC-Architect of Pembroke, MA.

This letter serves as the DRC's recommendation to the Planning and Economic Development Board regarding the proposed ELEVATION MODIFICATION TO THE RESTAURANT 45 RETAIL BUILDING AT 45 MILFORD ST. Please be advised that this letter does NOT constitute approval of a building permit. You must still secure a building permit from the Medway Building Department.

On Monday, August 20th, the DRC met with you to review the proposed modifications to the existing retail building. You have proposed the following:

- Replacing (5) window locations on the north façade, west of the Restaurant 45 patio area, servicing 2k sf of retail floor space.
- (4) of the current locations will be converted to larger windows, to enable more light to enter the space, and better visibility
- (1) of the current windows to be replaced by a new entry door with sidelights
- Splitting the 2k sf of retail space into (2) 1k sf retail spaces

Design Review Committee Members

Matthew Buckley, Member & Chairman
Julie Fallon, Member & Vice Chair
Bruce Hamblin, Associate Member

Rod McLeod, Member
Karyl Spiller-Walsh, Planning &
Economic Development Board Liaison

Rachel Walsh, Member & Corresponding
Secretary
Mary Weafer, Member & Recording Secretary

The DRC offers the following comments/recommendations regarding the proposed building modification:

- The replacement of windows will enhance and draw attention to the retail component of the building.
- The new entrance way will enable a possible second retail space.
- Consider adding architectural details, such as an arch or small roof, to the façade at the new entrance to highlight and set it apart from the other windows.
- Consider if the proposed window size-upgrade will be enough of a change to produce the desired results.
- Consider choosing window styles that have a consistent appearance to surrounding buildings and include details such as mullions and trim that will further enhance the appeal of the building façade.

You indicated you would consider these suggestions and move ahead. You are welcome to return to a future DRC meeting for further conversation. Please contact the Medway Planning and Economic Development office at 508-533-3291 if you would like to schedule another appointment with the DRC.

We have enjoyed working with you and your team on the ELEVATION MODIFICATION for the retail portion of 45 Milford Street. Thank you for your time.

Sincerely,



Matthew Buckley
Chairman

cc: Paul Yorkis, Patriot Real Estate
Medway Planning and Economic Development Board



Dennis DiGiando Corporation

Tel: 508 634 0221 Fax: 508 473 9779

Construction/Construction Management/Consulting

303 Main Street, Milford, MA 01757

August 23, 2012

Susan E. Affleck-Childs
Planning & Economic Development Coordinator
Town of Medway
155 Village Street
Medway, MA 02053

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AUG 24 2012
TOWN OF MEDWAY
PLANNING BOARD

RE: 49 Alder Street East Hill Associates Building Color

Dear Susan,

At the time of approval of Lawrence Waste Services at the above location the color approved was green, at the time that the contract for the building was sent to the building distributor. C.A. Rollins Inc then contacted Dennis DiGiando Corporation regarding the color green for the building. They are having a problem with the color it may fade and chip. Mr. Lawrence would like to change the color to tundra, which I have enclosed for the boards approval.

As per our meeting I am enclosing a sample color for the main building tundra and the trim color of charcoal grey. Thank you for your help with this matter, If you have any questions please don't hesitate to contact me

Very truly,

Dennis DiGiando
President
Dennis DiGiando Corporation

Cc: J Worthington
B DiGiando
Keith Lawrence
File