

October 22, 2013
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 Matt Hayes

ABSENT WITH NOTICE:

ALSO PRESENT:

Susy Affleck-Childs, Planning and Economic Development Coordinator
Amy Sutherland, Meeting Recording Secretary
Gino Carlucci, PGC Associates
Dave Pellegrini, Tetra Tech

The meeting was opened at 7:00 pm.

There were no Citizen Comments.

EDC Appointments:

The Board is in receipt of emails from Hugh McKinnon and Alissa Parlee regarding their interest in being appointed to the Economic Development Committee. The terms of these appointments would be through June 30, 2015.

- Email dated August 28, 2013 from Hugh McKinnon. **(See Attached)**
- Email dated October 4, 2013 from Alissa Parlee. **(See Attached)**

Both Mr. McKinnon and Ms. Parlee were present and were introduced to the Board.

On a motion made by Bob Tucker and seconded by Matt Hayes the Board voted unanimously to appoint Hugh McKinnon and Alissa Parlee to the Economic Development Committee for terms through June 30, 2015.

146 Main Street Adaptive Use Overlay District Project

Susy Affleck-Childs reported that Dick Steinhoff is seeking an occupancy permit for 146 Main Street. The Board is in receipt of a memo dated October 18, 2013 from Susy regarding the project closeout. **(See Attached)**

The Board was made aware that the as-built plans have not yet been submitted. They were also informed that there was not a construction account established for this project for the Town's consulting engineer to undertake inspections, review as-built plans etc. Reconstruction of the Main Street sidewalk was part of the decision. But this has not happened due to the delays in the Town signed a contract with Mass Highway for the Route 109 reconstruction project. Susy

noted that Mr. Steinhoff wants to modify the application to extend the date for the sidewalk completion. For the occupancy permit, the Board needs to provide a certification to the Building Commissioner that all work is completed. The as-built plan is expected to be submitted later this week. A further modification will be submitted next spring to expand the parking.

Dave Pellegrini did recommended that one panel of sidewalk be replaced now.

Member Gay and Tucker agreed to do the site inspection and review the as-built plans when submitted.

Inspection Reports; Dave Pellegrini, Tetra Tech

Charles River Village

The project at Charles River is moving along. There is sweeping being done on the adjacent roadways.

25 Summer ST

Consultant Pellegrini has been in touch with David Faist, the applicant's engineer, about the situation regarding the elevation of the basin. Dave Faist has indicated that the two feet, between ledge and bottom of basin, can be maintained. There continues to be moving of rocks and excavation on the site.

PEDB Minutes:

October 1, 2013:

On a motion made by Bob Tucker and seconded by Thomas Gay, the Board voted unanimously to accept the minutes from October 1, 2013. (Matthew Hayes did not vote)

October 8, 2013:

The minutes from October 8, 2013 will be tabled until the next meeting.

Cumberland Farms Public Hearing Continuation

The Chairman reopened the continued public hearing for Cumberland Farms.

The Board is in receipt of the following new documentation which was entered into the record.

- Email from Phil Henry, Civil Design Group dated October 10, 2013 regarding new renderings **(See Attached)**
- Waiver Requests **(See Attached)**
- Email from Erin Hoyer dated October 8, 2013 **(See Attached)**
- Email from Martin Dietrich dated October 8, 2013 **(See Attached)**
- Email from Nick Sellitto dated October 8, 2013 **(See Attached)**
- Email from Mike Drieske dated October 9, 2013 **(See Attached)**
- Email from Anderson Huang dated October 9, 2013 **(See Attached)**
- Email from Wayne Marshall dated October 10, 2013 **(See Attached)**

- Email from Peter and Patricia Jensen dated October 14, 2013 **(See Attached)**
- Emails from Susy Affleck-Childs dated October 18, 2013 regarding the estimated construction costs **(See Attached)**
- Confidential email from Town Counsel dated October 15, 2013 use of portion of the Right of Way area at southeast corner of 109 and 126.
- Email announcement dated October 17, 2013 regarding a meeting of Town staff and consultants with residents to be held on October 28, 2013. **(See Attached)**
- Email from Jason Plourde of Tighe and Bond dated October 22, 2013 re: a scope of work for additional traffic observation/analysis. **(See Attached)**
- Findings and Conditions Worksheet dated October 22, 2013. **(See Attached)**
- Exhibit A-1 - Proposed Shared Easement plan dated September 20, 2013 by Civil Design Group – this is not finalized. **(See Attached)**
- Trash Maintenance Plan dated May 5, 2013. **(See Attached)**
- Email from Jason Plourde of Tighe and Bond dated October 22, 2013 showing new location for driver feedback sign. **(See Attached)**

The Board began discussing the issues with the signs.

The applicant will submit a revised sign package. This will include wall, building and canopy signage which already comply. He explained that they are in front of the Zoning Board of Appeals for variances for the monument sign regarding sign height, area and illumination.

The monument sign is shown at the size they would like it to be if ZBA approves.

There should be some reference in the PEDB decision if the ZBA makes a decision one way or another.

Design Review Committee:

DRC Chairman Matt Buckley reported that the Design Review Committee did meet and discuss some of the remaining items. The Committee is planning on writing a Letter of Recommendation.

The applicant explained that they are meeting with the Zoning Board of Appeals on Wednesday October 30, 2013 at which point, hopefully a decision will be made. The applicant will then take the decision from ZBA and make whatever changes may be necessary to the plans. This will be then submitted for the final review by consultants.

Karyl Spiller-Walsh indicated that there has been huge headway and discussion in regards to the signs much to the satisfaction of the DRC so far. There was much discussion about the monument sign and it being two feet higher due to the fact that there is a roof on it. If the roof were taken off, it would comply with the maximum height standard. The other variance was for the square footage on the other side. One thought was that the DRC would recommend the monument sign as proposed by the applicant since it is unlike other commercial signs throughout town. The proposed sign would be set back quite a bit from the street and is planned to be highly landscaped. This serves the intent of the Zoning Bylaw by the way it will look. The DRC asked

the applicant if the façade signs on Route 109 and Summer ST. could be reduced in size. It was the feeling that those signs could be reduced in size by 40%.

Cumberland Farms thought maybe they could explore this. Phil Henry did communicate this to the Cumberland Farms corporate staff. He awaits their response.

It was noted that the applicant has removed the green corporate stripes around the canopy. The landscaping will include raising the height of the coniferous and deciduous trees. The river birch trees were raised by four feet to 18 ft. and the coniferous trees from 16 ft. to 22 ft. There will also be rock outcropping with delineated height of ledge taken from site for two sections where there is open landscaping and some bottom lights which will softly hit the landscaping.

The next Design Review Committee meeting is November 4, 2013.

Additional Traffic Analysis Scope of Work

The applicant's traffic consultant Jason Plourde of Tighe and Bond prepared a memo dated October 22, 2013 regarding the cut-through traffic on Little Tree Road and Rustic Road. The applicant has agreed to prepare a study to evaluate the existing site before the Cumberland Farms is constructed and again after the Cumberland Farms is operating. This will include traffic patterns and motorists using the noted roads. The study will include recording the last three digits of the license plates of vehicles traveling eastbound on Milford Street and turning right onto Little Tree during the peak hours. The second part of the study will include recording the license plates of those vehicles traveling from Rustic and turning onto Summer Street. A manual turning vehicle classification count will be done. These studies and counts will take place during the peak hours of 7:00 am – 9:00 am and 4:00 pm - 6:00 pm. The next step would be to compare the existing and future license plate data and the vehicle classification counts. The summarization and results would then be done. The study would be submitted to the Town within one year after full occupancy of the site.

Member Tucker is not sure this type of study is necessary. He also noted that is an additional expense (to the applicant) which may not be warranted.

Dave Pellegri noted that the Town's Traffic consultant Mike Hall of Tetra Tech will review and provide comments on the proposed scope of work.

The Chairman responded that the establishment of a baseline would be gained post permitting.

Traffic Consultant Plourde responded that this is about providing the residents who live near and travel on these roadways with a level of comfort.

It was noted that no-thru traffic street signs could be implemented today.

Member Gay asked what increase in cut through traffic is significant.

Dave Pellegri will check with Mike Hall about the percentage based on the standards.

Medway High School Traffic:

Jason Plourde communicated that there had been several comments about the traffic queuing up back from the Medway High School to the Route 109/126 intersection. There needs to be a look at the queues which occur when the crossing guard at the school allows pedestrians to cross Summer St. and vehicles to exit. The applicant will evaluate the existing traffic operations and will conduct this during weekdays from 7:00-9:00 am, midday 2:00 – 4:00 and then from 4:00 – 6:00 as well. The goal is to identify when and how Summer St. queues beyond 5 vehicles at the High School. The communication will be done with walkie talkies at the same time observing when the back up takes place.

Driver speed feedback sign on westbound Route 109.

There was an alternate location for the feedback sign. The solar powered unit would be across from Knollwood Road. This is a better location for a solar powered sign.

The Board will receive an email from Sergeant Watson in regards to the new location. Susy reports that Sergeant Watson is comfortable with the new location.

Sound Barrier for Fencing:

Dave Pellergi indicated that there are products which could be used with fencing but those are applicable for bigger products, not a project of this scale. There is blocking of sound with solid fencing which is typically wood which includes soft landscaping to absorb the sound. This would extend as high and low as possible. Evergreen trees could be used. There could be small dense bushes.

The applicant recommended an 8 foot fence with scallop and would be tan.

Resident Baine wants the fence to be vinyl and brown but it would look like wood with wood grain.

It was suggested that a visual sample be shown.

Underground Fuel Storage Tank:

Board of Selectmen member Dennis Crowley explained that the Board of Selectmen had conducted a public hearing on the underground fuel storage tank on 10/21/13. The BOS decided to put off any vote or decision depending on how the other meetings unfold. The questions asked of the applicant did get answered.

Trash Maintenance Plan:

The applicant provided a copy of the trash maintenance plan.

The Design Review Committee has reviewed the dumpster enclosure and it is acceptable. The fencing around those may need to be discussed.

The fence will not be chain link but vinyl and 6 ft high. The color could match the dumpsters or be white. This will be verified.

Dave Pellegrini indicated that the detail sheets show a white vinyl fence dumpster enclosure.

Blasting

Board of Selectmen member Dennis Crowley communicated his concern about the blasting that will occur and what will happen with the abutters. Attorney Pellegrini explained that forms and documentation need to be filled out. Mr. Crowley asked if Cumberland Farms would help the abutters fill out the forms for a pre-blast survey.

The Cumberland Farms team will take this under advisement.

Consultant Pellegrini indicated that there is a deadline to submit paperwork after the blasting takes place. Residents should be made aware that there is a time limit to file a complaint.

Proposed Shared Easement:

The Attorney submitted a document showing a proposed easement area. This is not the final document.

The Board is in receipt of a document entitled Findings and Conditions worksheet dated October 22, 2013. This was prepared by Susy to remind the Board of the applicant of the type of FINDINGS the Board will need to make. She reminded the applicant to submit any additional information that they want the Board of have on the record as the Board makes its decision and findings.

Waivers from Site Plan Rules and Regulations:

The Board is in receipt of documentation from Cumberland Farms regarding the request for waivers from the Site Plan Rules and Regulations.

The first waiver is to allow a 3% slope for the first twenty-five feet instead of 2%. This waiver would allow the site to be developed with safe access from Route-126, while maintaining existing grades to the maximum extent practicable. This would reduce some blasting.

The second waiver would be from managing all of the stormwater on site. The applicant would like to tie-in to the public drainage system. The applicant noted that due to the ledge, the site cannot have suitable stormwater management without a waiver. The stormwater system proposed is an improvement to the present situation on site.

Member Tucker wants a letter explaining what the effects are downstream from the runoff going into the Town's storm water system. He wants clarity on what is the impact when the water comes out of the pipe and back to the ground. Will we see additional volumes? He also wants to know where the daylight is.

Susy will check with Dave D'Amico.

The engineer for Cumberland Farms will provide information on this as well.

The third waiver is from having a landscape architect conduct an inventory of the existing plant materials on site. The reason is because the site will be well landscaped as requested by the Design Review Committee.

The fourth waiver is from the requirement for 27 parking spaces. The proposed parking is for 24 spaces. The application was submitted to comply with the Town's prior parking regulations which were revised in May 2013 but just recently approved by the Attorney General's office.

Consultant Carlucci will look into the new parking bylaw and how it applies to this development. He will also provide a letter. In Gino's opinion, with the new parking regulations, no waiver will be needed.

The Board is in receipt of an email from Susy to Suzanne Kennedy requesting the assistance of the Board of Assessors to estimate the tax revenues that could be generated from the proposed Cumberland Farms project. Town Treasurer/Collector Melanie Phillips did indicate that a specialty appraiser may be needed. Senior Assessor Will Naser is no longer working for Medway so it is taking a little bit longer to get the information.

Resident Bain 37 Milford St.:

Mrs. Bain has a concern about the safety of pulling into her driveway when she is travelling eastbound. With her vehicle's right turn blinker on, she believes a driver exiting out of Cumberland Farms would expect she would be turning into Cumberland Farms. She feels it could cause a potential accident. She wants to know how this will be mitigated.

Traffic Consultant Jason Plourde responded that the current roads are designed to the State standards, and includes the separation of driveways. This is part of the design criteria, spacing must be taken into consideration as part of the standards to allow to turn in and out. This includes the radii.

Baine also wanted to know why the access road to the entrance is outside of the leased lines. She is also concerned about the up lighting.

Member Tucker responded that up lighting is not allowed by regulations.

Tracy Stewart wanted an update on the canopy.

The applicant responded that the canopy is now 100 ft. by 22 ft. totaling 2200 sq. ft. This complies with the bylaw.

Ms. Stewart also wanted to know what the final number of pumps will be.

The applicant noted that there will be four pumps (8 fueling positions)

Donna Hainey, 6 Little Tree:

This resident is concerned about where the cut through traffic will be going. This does matter.

Continuation Hearing Cumberland Farms:

On a motion made by Matthew Hayes and seconded by Bob Tucker, the Board voted unanimously to continue the hearing for Cumberland Farms to November 12, 2013 at 8:00 pm.

Daniel Woods II Subdivision – Project Closeout

Property owner Matt DeSorbo was present at the meeting.

The Board was in receipt of a document from Faist Engineering dated September 16, 2013 - "Certification of Completeness and Compliance." (See Attached)

The Board was also in receipt of the final inspection report from Tetra Tech dated October 21, 2013. (See Attached)

Consultant Pellegri did indicate that the as-built plan were received and reviewed. He had some comments for needed revisions. The final as-built plan does need to be stamped by a professional land surveyor.

The applicant wanted to know if the bond could be released contingent upon the plans being submitted.

Susy recommends the Board not do this.

The Board concurs with the recommendation.

Planning Consultant Report – Gino Carlucci

Consultant Carlucci attended a SWAP transit meeting. There was discussion regional transit for seniors. This would be a dial up system. The purpose is to increase efficiency. This would include Holliston and Milford. There will be a GPS component for each vehicle. SWAP is working on a grant application for the state's Community Innovation Challenge grant program

Report Planning and Economic Development Coordinator's Report:

- Susy is working on the Green Community fiscal year 2013 Annual Report. This is due December 1, 2013. Member Tucker would like to see the final report.
- The on-line permitting program should be in place next month.

Applegate Modification:

The Board is in receipt of an email from Ralph Costello dated October 22, 2013. (See Attached)

It was communicated to the Board that Mr. Costello wants counsel to review the draft certificate of action. Therefore he has requested an extension of the Board's action deadline to the end of November.

The Board was provided with the draft certificate of action for the amendment to the Applegate Farm Definitive Subdivision Plan dated October 22, 2013. (See Attached)

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to accept the request for an extension of deadline for action for Applegate Farm until November 30, 2013.

Adjourn Meeting:

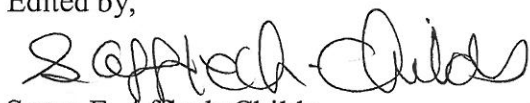
On a motion made by Karyl Spiller-Walsh and seconded by Matt Hayes, the Board voted unanimously to adjourn the meeting.

The meeting was adjourned at 9:30 pm.

Respectfully Submitted,


Amy Sutherland
Recording Secretary

Edited by,


Susan E. Affleck-Childs
Planning and Economic Development Coordinator



Susan Affleck-Childs

From: Hugh McKinnon [jhmckinnon@yahoo.com]
Sent: Thursday, August 29, 2013 5:23 PM
To: Susan Affleck-Childs
Subject: Serving on the Economic Development Committee
Attachments: McKinnon_resume_2013-8Medway.doc

I am interested in volunteering for the Medway Economic Development Committee. I have attached a resume, as requested. I have an extensive background in state and local taxation, including tax credits and property tax and have also represented various clients on economic development issues. Please feel free to contact me at your convenience.

J. Hugh McKinnon

14 Broad Acres Farm Rd.
Medway, MA 02053
jhmckinnon@yahoo.com

248/227-5240 (c)
508/533-7950 (h)

PROFESSIONAL SUMMARY

Experienced tax professional skilled in audits, appeals, protests and litigation with large corporate and governmental background. Innovative tax planner and expert in research. Responsible for significant tax savings. Successful negotiator for legislative and administrative matters. Extensive background of work with major state tax lobbying groups.

SKILLS

- Licensed as Attorney with experience in managing large complex tax litigation at all levels of appeal
- Broad knowledge of property tax laws
- Broad knowledge of historical US federal and state income tax and property tax laws in multiple jurisdictions
- Extensive knowledge of administrative procedures
- Knowledgeable and experienced in tax procedure and practice, in multiple jurisdictions, both administrative and judicial
- Robust negotiations skills and abilities
- Expert in addressing ambiguous tax situations and creating new and imaginative solutions

EXPERIENCE

Director of State Tax Controversies for New England
KPMG LLP, Boston, MA

2010 to 2012

Responsible for New England state and local taxes, with an emphasis on Massachusetts, including planning, audit representation and hearings. Developed strategies for handling large and controversial state and local tax audit issues. Advised and represented numerous clients before the Massachusetts Department of Revenue in multi-million dollar appeals. Responsible for audits and planning for multistate clients, including transactional impact, emphasizing nexus, tax base definitions, combination issues, credits and exemptions among others. Monitored legislation and administrative tax law changes in New England; draft and submit comments on regulatory changes.

Director, State Tax Planning and Controversies
Covidien plc, Mansfield, MA

2007 to 2010

Directed all aspects of state tax planning for research, planning, advice and counsel; coordinated audits and appeals; established legislative, judicial and administrative regulation review and responses; advised on merger and acquisition planning; supervised outside counsel and consultants. Implemented the initial FIN 48 (FASB ASC 740-10) SALT exposures and maintained those positions; supported the tax accounting function in determining tax reserves, tax balances, the tax provision, effective tax rate and deferred taxes. Successfully resolved disputes with financial auditors regarding economic nexus exposure, and long-standing intangible property holding company exposure issues in major states.

- Implemented Voluntary Disclosure Agreements to resolve exposure issues in New Jersey and Oregon.

J. Hugh McKinnon
Ph. 508/533-7950
E-mail jhmckinnon@yahoo.com

- Executed tax efficient plan for earnings and profits
- Designed and adopted new process for internal review and reporting of tax law changes.

Senior Tax Attorney

1989 to 2007

General Motors Corporation, Detroit, MI

Controlled all aspects of tax audits; directed all aspects of state tax planning for research, planning, advice and counsel; initiated and completed appeals, protests and litigation; supervised outside counsel and consultants; oversaw legislative review, drafting and lobbying and administrative regulation review and response; planned all SALT aspects of acquisitions and divestitures (including due diligence review); established state tax lobbying process.

- Directed tax appeals against California FTB and Missouri Department of Revenue; also directed additional tax appeals against City of Los Angeles, Commonwealth of Virginia and Arizona.
- Conducted SALT tax planning and negotiations for divestiture of EDS and American Axle Manufacturing Corporation; planned and implemented State tax reductions for General Motors Acceptance Corporation in various states; restructured Pennsylvania operations of mortgage companies, and implemented tax strategies in Illinois and Tennessee.
- Directed large-scale project to review and consider more efficient state and local tax filing process, including adoption of project management principles
- Negotiated numerous state tax settlements.

Prior Experience

Supervisor of Tax Appeals, Protests and Property Tax, Northern Telecom Inc., Nashville, TN

Supervised outside counsel; conducted legislative review, drafting and lobbying as well as administrative regulation review and response; supervised all aspects of property tax reporting and tax audits; initiated and completed appeals, protests and litigation of tax issues, including property and sales and use taxes. Implemented program of property tax through a program of appeals, negotiation with assessors, reclassification of property and inventory planning, and redesign of information gathering, reporting and appeals process. Reduced Tennessee income taxes by planning for business/non-business distinctions and net operating loss usage in merger activities.

Staff Attorney, Level II, State of Tennessee, Department of Revenue, Nashville, TN

Drafted legislation and regulations, and assisted in adoption process in broad range of taxes, including income, net worth, financing, sales and use, severance, alcohol and tobacco; represented the Department in court actions in state and federal court, including bankruptcy and federal district court jury trials and administrative hearings, both in Revenue Department hearings and personnel appeals before other state agencies.

J. Hugh McKinnon
Ph. 508/533-7950
E-mail jhmckinnon@yahoo.com

EDUCATION

L.L.M. in Taxation	Wayne State University College of Law
J.D.	University of Tennessee College of Law
B.A.	Rhodes College

ADDITIONAL EDUCATION

Completed 26 hours of additional accounting instruction. Completed Certified Public Accounting Examination. Participated in various seminars including Georgetown State and Local Tax Seminar and Federal Consolidated Tax Return Issues. Moderator at numerous Council on State Taxation audit conferences. Facilitator/Instructor for Council on State Taxation Income Tax School, Spring Income Tax Conference, Intermediate/Advanced Income Tax School and Spring Sales Tax School. Speaker at Texas Taxpayers Association Annual Conference, IPT Conference and Georgetown Tax Conference.

ASSOCIATIONS

American Bar Association - Taxation Division. Admitted to both the Michigan and Tennessee State Bar Associations. Formerly Council on State Taxation (COST) - Counsel and Co-Chair to the Lawyer's Coordinating Subcommittee; also former member of COST Board of Directors.

Susan Affleck-Childs

From: Alissa Parlee [alissa.parlee@gmail.com]
Sent: Friday, October 04, 2013 9:02 PM
To: Susan Affleck-Childs
Cc: Andy Rodenhiser
Subject: Letter of interest EDC

To: Susy Affleck-Childs
Medway Planning and Economic Development Coordinator

Dear Suzy,

Please accept this as my letter of interest in joining the Economic Development Committee, Medway, MA.

I became a resident of Medway last year and it is my hope to help my town and our community grow and prosper.

I feel that my background in business development for a small business in the city of Boston provides me with a unique perspective that will benefit the committee. I am patient and have a good sense of humor. I communicate well and am an attentive listener. If given the opportunity, I will do my best to attend the meetings, provide thoughtful input and a cheerful disposition.

Thank you for your consideration. I will forward my résumé to you in a subsequent email.
Sincerely,
Alissa Parlee

Sent from my iPad

ALISSA S. PARLEE

MEDWAY, MA 02053 ~ TEL: 617-270-0111 ~ EMAIL: ALISSA@RODENHISER.COM

HIGHLIGHTS OF QUALIFICATIONS

- Office management, multi-doctor specialty practice
- Director of Ideal Weight Loss Boston
- Highly motivated, positive individual; outgoing personality
- Exceptional organizational skills, ability to maintain records
- High level of proficiency for accurate detail
- Ability to communicate ideas both orally and in writing
- Dependable, trustworthy, intelligent, team leader
- Extremely professional

EMPLOYMENT

AUGUST 2013-PRESENT, ALISSA PARLEE DESIGN, MEDWAY, MA

- Interior Design Consulting

APRIL 2012-PRESENT, BUSINESS DEVELOPMENT, RODENHISER, HOLLISTON, MA

- Find and create new opportunities for growth
- Recruiting
- Attend seminars and training conferences

DECEMBER 2011-AUGUST 2012, DIRECTOR, IDEAL WEIGHT LOSS, BEACON HILL, MA

- Present bi-weekly workshops to the community to grow program
- Meet with clients to monitor weekly progress and provide counseling
- Manage ordering system
- Provide daily email and phone support for clients

MAY 2010-AUGUST 2012, OFFICE MANAGER, BOSTON WELLNESS GROUP, BEACON HILL, MA

- Manage multi-doctor facility including chiropractors, physical therapist, massage therapist and office staff
- Recruit, hire and create performance improvement plans for all staff, as well as executing the progressive discipline policy
- Maintain and manage physical plant, including scheduling vendors, contractors, maintenance, and cleaning people
- Create, manage and execute marketing opportunities
- Created rapport with clients/patients/professionals and maintain high level of retention
- Create new office policies, documents and procedures
- Manage patient scheduling, collections, patient recalls, patient billing, insurance billing, patient data and records management
- Lead weekly staff meetings for doctors and staff members
- Lead weekly training meetings for doctors and staff members
- Create and present individual financial plans for clients

2007-2009, SALES, EDUCATION & PATIENT SERVICE, BICON, BOSTON, MA

- Team facilitator for worldwide dental professional education courses and sales
- Helped facilitate and implement worldwide sales channel
- Created rapport with clients/patients/professionals and maintained high level of retention
- Marketing, both internally and externally
- Created new office policies and documents
- Implemented procedures to increase productivity and work flow
- Manage patient scheduling, collections, patient recalls, patient billing, insurance billing, patient data and records management

2006-2007, OFFICE MANAGER, PARKSIDE DENTAL CARE, BOSTON, MA

- Managed patient scheduling, collections, patient recalls, patient billing, insurance billing, patient data and records management
- Marketing, both internally and externally
- Created new policies and documents to improve production and patient acceptance
- Managed hygienists, assistants and office support team
- Lead morning staff meetings to discuss daily, weekly and monthly goals
- Created treatment plans and the presentation of treatment plans to patients

2005 – 2006, OFFICE MANAGER, MICHAEL S. SZAREK, D.M.D., M.S., L.L.C., LOWELL, MA

- Managed patient scheduling, collections, patient recalls, patient billing, insurance billing, patient data and records management
- Created individual treatment and financial plans
- Coordinated coverage for hygienists, assistants, and front desk staff during absences
- Initiated ongoing contact with insurance companies regarding claims and benefit information
- Improved procedures to increase office efficiency, productivity, and facilitate workflow
- Managed computer system, including software and hardware troubleshooting
- Facilitated charitable events, including the attainment of funds and distribution of goods and services
- Coordinated Staff Appreciation Dinner for office park
- Created positive morale in the work place

2001 – 2004, CHIROPRACTIC ASSISTANT, MERRIMACK VALLEY CHIROPRACTIC, DRACUT, MA

- Front desk receptionist
- Point person for computer system; coordinated the implementation of new billing software, troubleshoot hardware and software issues, documented procedures and trained staff in the use of new software
- Managed patient payments, patient recalls, patient billing, narrative reports to attorneys, disability letters to insurance companies, data entry, and filing system
- Initiated ongoing contact with insurance companies regarding claims and benefit information
- Attended quarterly seminars, teleconferences, and monthly training classes
- Responsible for opening and closing the office as needed
- Informed patients about the fundamentals and benefits of chiropractic care
- Administered ultra-sound and trigger point therapy
- Developed patient X-Rays

1999 – 2000, RECEPTIONIST, STUDENT & STAFF SUPPORT, BOSTON UNIVERSITY CORPORATE EDUCATION CENTER, TYNGSBORO, MA

- Provided support to students; registrations, payments, class cancellations, schedule changes
- Instructor support, including creation and distribution of course syllabi, notes, and exams
- Administered and monitored online testing (Qualified VUE testing administrator)

EDUCATION

University of Massachusetts, Lowell, MA, Psychology

Nexstar Seminars

Masters Circle Seminars

Yankee Dental Congress Seminars

Ideal Protein Training

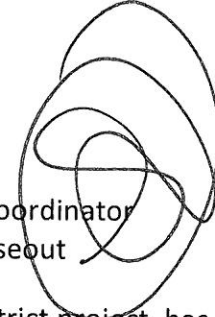


TOWN OF MEDWAY
Planning & Economic Development
155 Village Street
Medway, Massachusetts 02053

MEMORANDUM

October 18, 2013

TO: Planning and Economic Development Board
FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator
RE: 146 Main Street Adaptive Use Overlay District – Project Closeout



Dick Steinhoff, developer of the 146 Main Street Adaptive Use Overlay District project, has requested an occupancy permit. Per the AUOD special permit decision dated June 28, 2011, the Board must provide a *Certificate of Completion* to the Building Commissioner prior to an occupancy permit being issued.

Mr. Steinhoff indicates that except for the Main Street sidewalk work in front of the property, all building work is complete and that all site work will soon be finished. The parking lot paving was completed earlier this week and the landscaping is being installed early next week. (*NOTE – Mr. Steinhoff has submitted an application to modify the Main Street sidewalk requirement as specified in the AUOD special permit decision. The public hearing for that petition is on the agenda for the 11/12/13 PEDB meeting.*)

Mr. Steinhoff informs me that his engineer is preparing an as-built site plan and the required written certification to the Board *“that all building and site work has been completed in strict compliance with the approved and endorsed plan.”* Both the plan and certification are expected to be submitted to us during the week of October 21st.

The 146 Main Street AUOD special permit decision did NOT include any provisions for the applicant to pay into a construction account for the Town’s consulting engineer to provide construction inspection services. That also means we do not have funds to pay Tetra Tech to conduct a site inspection and compare the approved AUOD plan to the as-built plan.

Please discuss how you would like to handle the review of the as-built plan in preparation for the Board’s eventual issuance of a *Certificate of Completion*. Would a member of the Board be able and willing to undertake this task?

cc: John Emidy

Telephone: 508-533-3291

Fax: 508-321-4987

saffleckchilds@townofmedway.org

Susan Affleck-Childs

From: phil.henry@cdgengineering.com
Sent: Thursday, October 10, 2013 10:32 AM
To: Susan Affleck-Childs
Cc: Matthew Buckley; AJ Barbato; Manny Paiva; Andy Rodenhiser; Andy Rodenhiser; Peter Paulousky
Subject: Re: CF - new renderings submitted at 10/8/13 PEDB mtg
Attachments: L_CFI_Medway_DRC Response.pdf; V1.pdf; V2.pdf; V3.pdf; A1.1.pdf; A3.1.pdf; A3.2.pdf; CFG3.0.pdf; CFG8.0.pdf; CFG12.0.pdf; CFG13.0.pdf; Cumberland Farms unlit logo_1.pdf; Cumberland Farms unlit logo_2.pdf; Eyebrow lighting.pdf

Susy:

Attached, please find our response letter with supporting documentation, plans and renderings for the DRC's review in advance of our anticipated meeting next Tuesday or Thursday. Based on my conversation with Matt B. after the Planning Board hearing, I have corresponded with the renderer directly regarding additional view angles that Matt requested which they are looking into. If those renderings are achievable, I will send those along as I receive them, but I didn't want to hold up the bulk of the submittal. Please feel free to reach out should you have any questions and please confirm the meeting date for next week. Thank you.

Philip R. Henry, P.E.

Principal

CIVIL DESIGN GROUP, LLC
21 HIGH STREET
SUITE 300A
NORTH ANDOVER, MA 01845
p: 978-794-5400
m: 617-921-4423
f: 978-914-6161
e: phil.henry@cdgengineering.com
w: www.cdgengineering.com



From: Susan Affleck-Childs <sachilds@townofmedway.org>
Date: Wednesday, October 9, 2013 12:13 PM
To: Phil Henry <phil.henry@cdgengineering.com>, Peter Paulousky <pjp@dcdclaw.com>
Cc: Matthew Buckley <matt_buckley2@yahoo.com>, AJ Barbato <ajbarbato@tmcrowley.com>, Manny Paiva <mpaiva@cumberlandgulf.com>, Andy Rodenhiser <andyrodenhiser@gmail.com>, Andy Rodenhiser <Andy@rodenhiser.com>
Subject: RE: CF - new renderings submitted at 10/8/13 PEDB mtg

Thanks very much.

Susy

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

508-533-3291

saffleckchilds@townofmedway.org


Please remember when writing or responding, the Massachusetts Secretary of State has determined that e-mail is a public record.

Medway Planning and Economic Development Board
Request for Waiver from Site Plan Rules and Regulations
 Complete 1 form for each waiver request

RECEIVED
 10-1-2013
 TOWN OF MEDWAY
 PLANNING BOARD

Project Name:	Cumberland Farms - Retail Gasoline and Convenience Store
Property Location:	On the property of Medway Gardens located at Rte. 109 and
Type of Project:	New development of a gasoline convenience store facility.
Identify the number and title of the relevant Section of the Site Plan Rules and Regulations from which a waiver is sought.	205-3 (C-1) .
Summarize the text of the relevant Section of the Rules and Regulations from which a waiver is requested.	The slope of the paved entrance way shall not exceed two (2) percent for the first twenty-five (25) feet measured perpendicular from the front property line. Plantings should be evaluated to ensure adequate sight distance is not affected. The maximum height of vegetation, except trees, at full growth or any other physical object shall not exceed three (3) feet in height to assure sight distance visibility from a vehicle. The entrance shall be clearly delineated by granite curbing or other approved material along the entire shall be required.
What aspect of the Regulation do you propose be waived?	A two (2) % slope for the first 25 feet of the curb cut located on Route -126.
What do you propose instead?	3% slope for the first twenty-five (25) feet.
Explanation/justification for the waiver request. Why is the waiver needed? Describe the extenuating circumstances that necessitate the waiver request.	See above.
What is the estimated value/cost savings to the applicant if the waiver is granted?	Development of the project is made possible by allowance of this slope request..
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 the proposed curbcut on Route-126 which is needed for proper and safe traffic and site flow. Additionally, it further allows the site to be consistent with the existing topography of the site.
What is the impact on the development if this waiver is denied?	The potential impact could be a lower overall site elevation which potentially creates the need for additional blasting and expense that may otherwise not
What are the design alternatives to granting this waiver?	None.
Why is granting this waiver in the Town's best interest?	The waiver would allow the site to be developed with safe access from Route-126, while maintaining existing grades to the maximum extent practicable.
If this waiver is granted, what is the estimated cost savings and/or cost avoidance to the Town?	To be determined.
What mitigation measures do you propose to offset not complying with the particular Rule/Regulation?	Not applicable to this waiver request,

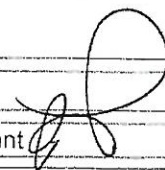
Medway Planning and Economic Development Board
Request for Waiver from Site Plan Rules and Regulations
Complete 1 form for each waiver request

<i>What is the estimated value of the proposed mitigation measures?</i>	To be determined.
<i>Other Information?</i>	None.
<i>Waiver Request Prepared By:</i>	Peter Paulousky - Project Counsel for Applicant 
<i>Date:</i>	October 15, 2013
Questions?? - Please contact the Medway PED office at 508-533-3291.	
<small>7/8/2011</small>	

Medway Planning and Economic Development Board
Request for Waiver from Site Plan Rules and Regulations
 Complete 1 form for each waiver request

RECEIVED
 OCT 15 2013

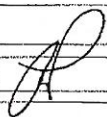
TOWN OF MEDWAY
 PLANNING BOARD

Project Name:	Cumberland Farms - Retail Gasoline and Convenience Store
Property Location:	On the property of Medway Gardens located at Rte 109 and Rte 100
Type of Project:	New development of a gasoline convenience store facility.
<i>Identify the number and title of the relevant Section of the Site Plan Rules and Regulations from which a waiver is sought.</i>	205-4 C Drainage and Stormwater Management
<i>Summarize the text of the relevant Section of the Rules and Regulations from which a waiver is requested.</i>	The applicant must demonstrate that there are not other suitable means of discharge stormwater other than tying into the public drainage system. Any private drainage system that must be connected to the public drainage system shall be required.
<i>What aspect of the Regulation do you propose be waived?</i>	Management of all Storm Water on site.
<i>What do you propose instead?</i>	Tie-in to the public drainage system.
<i>Explanation/justification for the waiver request. Why is the waiver needed? Describe the extenuating circumstances that necessitate the waiver request.</i>	As explained in the Stormwater Management Report, ("Report") tie-in into the public system is required as there is no other means to comply with this section.
<i>What is the estimated value/cost savings to the applicant if the waiver is granted?</i>	Due to the ledge, it cannot be done without the waiver to allow tie in to the public drainage system.
<i>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?</i>	The Report indicates that tie in to the public drainage system results in stormwater management superior to the present situation on the site.
<i>What is the impact on the development if this waiver is denied?</i>	The water cannot be recharged without the subsurface detention system.
<i>What are the design alternatives to granting this waiver?</i>	None.
<i>Why is granting this waiver in the Town's best interest?</i>	The waiver would allow the site to be developed while providing superior stormwater management.
<i>If this waiver is granted, what is the estimated cost savings and/or cost avoidance to the Town?</i>	To be determined.
<i>What mitigation measures do you propose to offset not complying with the particular Rule/Regulation?</i>	See Report and site plans for detailed information related to the requested waiver..
<i>What is the estimated value of the proposed mitigation measures?</i>	To be determined.
<i>Other Information?</i>	None.
Waiver Request Prepared By:	Peter Paulousky - Project Counsel for Applicant 
Date:	October 15, 2013
Questions?? - Please contact the Medway PED office at 508-533-3291.	

Medway Planning and Economic Development Board
Request for Waiver from Site Plan Rules and Regulations

Complete 1 form for each waiver request

RECEIVED
 OCT 15 2013


Project Name:	Cumberland Farms - Retail Gasoline and Convenience Store
Property Location:	On the property of Medway Gardens located at Rte 109 and
Type of Project:	New development of a gasoline convenience store facility.
Identify the number and title of the relevant Section of the Site Plan Rules and Regulations from which a waiver is sought.	204-5 C-3).
Summarize the text of the relevant Section of the Rules and Regulations from which a waiver is requested.	An Existing Landscape Inventory shall be prepared by a Professional Landscape Architect licensed in the Commonwealth of Massachusetts. This inventory shall include a "mapped" overview of existing landscape features
What aspect of the Regulation do you propose be waived?	Preparation by a Professional Landscape Architect licensed in the Commonwealth of Massachusetts.
What do you propose instead?	Approval of the persent landscape plan.
Explanation/justification for the waiver request. Why is the waiver needed? Describe the extenuating circumstances that necessitate the waiver request.	The submitted landscape plan has been addressed to the satisfaction of the Town's private consultant Tetra-Tech. Relevant information indicates three (3) noteworthy existing trees. The project is a redevelopment which includes the addition of over fifty (50) new trees and three-hundred fifty (350) new shrubs and ground cover.
What is the estimated value/cost savings to the applicant if the waiver is granted?	Enhanced landscaping as requested by Design Review Committee.
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?	increased greenspace for the site.
What is the impact on the development if this waiver is denied?	Development of the landscaping would essentially be at square one with the review and design of a plan which has already been approved.
What are the design alternatives to granting this waiver?	None.
Why is granting this waiver in the Town's best interest?	The waiver would allow the site to be developed while providing a superior landscaped site..
If this waiver is granted, what is the estimated cost savings and/or cost avoidance to the Town?	To be determined.
What mitigation measures do you propose to offset not complying with the particular Rule/Regulation?	Not applicable to this waiver request,
What is the estimated value of the proposed mitigation measures?	To be determined.
Other Information?	None.
Waiver Request Prepared By:	Peter Paulousky - Project Counsel for Applicant 
Date:	October 5, 2013

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

Medway Planning and Economic Development Board
Request for Waiver from Site Plan Rules and Regulations
 Complete 1 form for each waiver request

RECEIVED
 OCT 15 2013

TOWN OF MEDWAY
 PLANNING BOARD

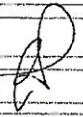
Project Name:	Cumberland Farms - Retail Gasoline and Convenience Store
Property Location:	On the property of Medway Gardens located at Rte 109 and
Type of Project:	New development of a gasoline convenience store facility.
<i>Identify the number and title of the relevant Section of the Site Plan Rules and Regulations from which a waiver is sought.</i>	205-4 D Drainage and Stormwater Management
<i>Summarize the text of the relevant Section of the Rules and Regulations from which a waiver is requested.</i>	D. Runoff recharge to ground and surface drainage by means of swales and detention areas shall be required. <small>shall be required</small>
<i>What aspect of the Regulation do you propose be waived?</i>	Requirement to recharge with swales and detention areas.
<i>What do you propose instead?</i>	Subsurface detention system.
<i>Explanation/justification for the waiver request. Why is the waiver needed? Describe the extenuating circumstances that necessitate the waiver request.</i>	As explained in the Stormwater Management Report, ("Report") due to ledge on site, recharge as required is not achievable.
<i>What is the estimated value/cost savings to the applicant if the waiver is granted?</i>	It may not be a matter of a savings compared to an alternative method to be in compliance.
<i>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?</i>	The Report indicates that the subsurface detention system results in stormwater management superior to the present situation on the site.
<i>What is the impact on the development if this waiver is denied?</i>	This development or any development would essentially be prohibited if waiver is not granted, as this site is uniquely atop a ledge zone.
<i>What are the design alternatives to granting this waiver?</i>	None.
<i>Why is granting this waiver in the Town's best interest?</i>	The waiver would allow the site to be developed while providing superior stormwater management.
<i>If this waiver is granted, what is the estimated cost savings and/or cost avoidance to the Town?</i>	To be determined.
<i>What mitigation measures do you propose to offset not complying with the particular Rule/Regulation?</i>	See plan for the subsurface detention system.
<i>What is the estimated value of the proposed mitigation measures?</i>	To be determined.
<i>Other Information?</i>	None.
Waiver Request Prepared By:	Peter Paulousky - Project Counsel for Applicant 
Date:	October 15, 2013

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

Medway Planning and Economic Development Board
Request for Waiver from Site Plan Rules and Regulations

Complete 1 form for each waiver request

RECEIVED
OCT 15 2013
 TOWN OF MEDWAY
 PLANNING BOARD

Project Name:	Cumberland Farms - Retail Gasoline and Convenience Store
Property Location:	On the property of Medway Gardens located at Rte 109 and
Type of Project:	New development of a gasoline convenience store facility.
<i>Identify the number and title of the relevant Section of the Site Plan Rules and Regulations from which a waiver is sought.</i>	205-6 G (2) Parking Regulations.
<i>Summarize the text of the relevant Section of the Rules and Regulations from which a waiver is requested.</i>	a. Applicant requests a waiver of Site Plan Rules & Regulations 205-6 G (2), to allow reduced parking for the Site. Though the applicant can easily provide the required number of spaces, in preliminary meetings with various
<i>What aspect of the Regulation do you propose be waived?</i>	Requirement for 27 parking spaces..
<i>What do you propose instead?</i>	24 parking spaces.
<i>Explanation/justification for the waiver request. Why is the waiver needed? Describe the extenuating circumstances that necessitate the waiver request.</i>	The reduced parking is requested by the Design Review Committee, supported by the Town's private consultant Planner, increases green space and reduces asphalt coverage as well as cars on site.
<i>What is the estimated value/cost savings to the applicant if the waiver is granted?</i>	Enhanced site and less traffic on site.
<i>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?</i>	increased greenspace for the site.
<i>What is the impact on the development if this waiver is denied?</i>	Less greenspace as requested.
<i>What are the design alternatives to granting this waiver?</i>	None.
<i>Why is granting this waiver in the Town's best interest?</i>	Less, cars on site, less impervious surface on site, enhanced greenspace, and compliance with the desired character for the zoning district.
<i>If this waiver is granted, what is the estimated cost savings and/or cost avoidance to the Town?</i>	To be determined.
<i>What mitigation measures do you propose to offset not complying with the particular Rule/Regulation?</i>	Not applicable to this waiver request,
<i>What is the estimated value of the proposed mitigation measures?</i>	To be determined.
<i>Other Information?</i>	None.
Waiver Request Prepared By:	Peter Paulousky - Project Counsel for Applicant 
Date:	October 15, 2013

From: emh247@verizon.net
Sent: 3:50 PM
To: sachilds@townofmedway.org
Cc:
Subject: Letter of Opposition re: Cumberland Farms in Medway

RECEIVED
OCT 08 2013

TOWN OF MEDWAY
PLANNING BOARD

Attention: Planning Board Members,

We are writing to you as concerned residents of Medway to inform you that we strongly oppose the plans to open a 24-hour Cumberland Farms gas station and convenience store at the intersection of Route 109 and 126.

Not only do we have major concerns regarding increased traffic, gas fumes, loitering and the documented increase in crime associated with convenience stores, but we also believe that it is completely inconsistent and in complete disregard to the values of the majority of town residents as expressed in the *2009 Master Plan Survey*, recent town meetings, and the stated goals and aspirations outlined in *Medway's 2009 Master Plan*.

The Values of Medway Residents

Source: 2009 Master Plan

Results of the 2009 Survey Pages 9 and 10

The strong signals from the 2009 Master Plan Survey indicate that many of the same issues were of concern in 1999. However, the Town's rate of growth has been surpassed by concerns about water quality/quantity, which has now become the top priority.

The survey data shows that Medway has strong community pride and residents cherish our small town rural nature.

Land Use Page 13:

Medway is no longer a rural town with an agricultural base. Still, we enjoy a "small town feel" thanks to roadside views of open fields, and low-density residential development and historic buildings throughout town. We are what other towns used to be, and we have challenges ahead in managing our growth so we can retain the character that we all cherish. Our survey data indicates that we want to continue Medway's New England-style settlement pattern of clustered civic and business centers interspersed with fields, woods, and a mix of housing options.

The 2009 Master Plan survey data (Appendix A) clearly indicates that Medway residents value the

small town rural feel of Medway, and are concerned about high tax rates and the availability/quality of drinking water. This section addresses the land use issues that have a direct relationship to these three issues and then outlines a set of options for specific sections of Town that could benefit from re-development or development. These options may help the Town grow economically while preserving our rural nature and water resources.

Questions for the Planning Board:

- How does a 24 hour gas station support the residents' desire to "retain the character that we all cherish?"
- Has the Planning Board explored other options for this space that "may help the Town grow economically while preserving our rural nature and water sources?"
- How will the project's plan to connect to our storm water system affect the residents' "top priority concern" regarding water quality and safety and "help preserve our water sources"?

Page 11: Traffic and Pedestrian Safety

Both vehicular and pedestrian traffic are two critical issues that were frequently cited by Medway residents. The budget for the upkeep of Medway's roads and sidewalks has been subject to frequent budget cuts. While signaling improvements at the Medway Commons Shopping Center and Main St./Holliston St. intersection have significantly reduced the rate of accidents at these locations, there still remain both congestion and safety issues along Route 109. The Medway Police Department has provided traffic accident data used in preparing this update of the Master Plan, allowing us to identify hotspots for immediate action.

A key issue facing the Town is how best to address a proposal for a redesign of the Route 109 corridor through Medway. Neighboring towns have already completed extensive projects on their sections of Route 109. Discussions with state officials have already begun, but the Board of Selectmen needs to establish a committee whose sole focus is developing plans and proposals to improve the main thoroughfare through our Town. In addition, the Town needs to make road and sidewalk maintenance a budget priority. Until this happens, the condition and safety of Medway's roads and sidewalks will continue to deteriorate.

Questions for the Planning Board:

- Tighe and Bond's traffic study indicated that traffic grades are expected to be at a "C" level if this project is built. How does this "grade" compare to the grade that would have been given in 2009 when this survey was conducted and residents expressed their concerns?
- What is the expected traffic grade during construction and how long is this construction expected to last?
- Has the town itself performed a traffic study?
- Will budget cuts affect the town's ability to address any unexpected traffic issues that may arise as a result of this project?

Source: Milford Daily News: May 14, 2013: Medway town meeting approves \$43.6M budget, marijuana moratorium

In total, residents approved 34 articles and voted down just one, Article 27, which looked to rezone a portion of Summer Street from agricultural/residential to commercial.

Several residents were met with applause from the audience after speaking out against the article, stating that there is plenty of vacant commercial space already.

"We're trying to preserve the small town feeling of this community, and you're making it more like when you're going down Route 9 in Framingham," Theresa Palmieri of 33 Cottage St. said.

Questions for the Planning Board:

- By voting this article down, town residents opposed building up commercial space on Summer Street. Has the Planning Board taken this into consideration when approving the various waivers that will allow a Cumberland Farms to build in this area?
- Why is this project not being presented for vote at a future town meeting when it is clear that many residents are already opposed to building up this area?
- Many residents were led to believe that by opposing this zoning that it was also preventing a gas station at this location. Does the Planning Board have any obligations to publicly notify residents (other than abutters) that this plan is still under consideration?

Finally, we would like to remind the Planning Board regarding some statements and actions that were made several years ago in public meetings regarding the Restaurant 45 renovation. During these meetings, the Planning Board continually referred to this area of Medway as "the gateway to Medway". Because they felt that it was critical to keep this area of Medway "aesthetically pleasing" and "consistent with the architectural design of commercial buildings found in Holliston, Medfield and Westwood" they (along with the DRC) required numerous modifications to the architectural drawings for Restaurant 45's building. Fast forward to current day and we have to ask ourselves how a gas station with an oversized canopy, eight gas pumps and an oversized illuminated sign can possibly meet these requirements?

We, like many other residents of Medway ask that you reconsider approving this plan without town vote and stick to the mission statements and initiatives set forth for this town.

Thank you for your consideration and attention to this matter.

Sincerely,

Bill and Erin Hoye

7 Little Tree Road

Medway, MA

Susan Affleck-Childs

From: Martin Dietrich [msladietrich@comcast.net]
Sent: Tuesday, October 08, 2013 6:41 PM
To: Susan Affleck-Childs
Subject: Re: Cumberland Farms - Please Submit to Committee

RECEIVED
OCT 09 2013
TOWN OF MEDWAY
PLANNING BOARD

Dear Susan,

We are writing to express our concerns regarding the proposal to construct a Cumberland Farms Service Station at the site of the existing Medway Gardens, at the already busy intersection of Rt. 109 and Rt. 126. This intersection currently presents traffic issues during busy times of day, and adding a large service station here would exponentially impact the traffic flow. In addition, if the service station were placed at this location, it may be added to signage on Exit 19 off of I-495, which would further draw congestion down 109. This road is a 2-lane street not equipped for significant traffic, and we oppose the proposed construction of the Cumberland Farms at 109 and 126.

Sincerely,
Martin and Susan Dietrich
46 Fisher St
Medway, MA 02053

Susan Affleck-Childs

From: Nick Sellitto [n.sellitto@comcast.net]
Sent: Tuesday, October 08, 2013 7:09 PM
To: Susan Affleck-Childs
Subject: regarding Cumberland Farms Gas Station

RECEIVED
OCT 09 2013

TOWN OF MEDWAY
PLANNING BOARD

Hi Susan,

This is regarding the proposed Cumberland Farms Gas Station at the corner of 126 & 109. I'm totally against this, I just feel there are plenty of gas stations around as it is. They already have one just a little further down the street. I just think there could be much better use of that land than a huge ugly gas station. I just hope this does not get approved. Please submit this email to the committee. Thanks

Best Regards,
Nick Sellitto
28 Hooksett Circle
Medway
508-533-9575

Susan Affleck-Childs

From: Mike Droeske [mdroeske@comcast.net]
Sent: Wednesday, October 09, 2013 10:52 AM
To: Susan Affleck-Childs
Subject: Proposed Cumberland Farms

RECEIVED
OCT 09 2013

TOWN OF MEDWAY
PLANNING BOARD

Please forward this to the Medway Planning and Economic Development Committee.

My name is Mike Droeske and I live at 1 Pheasant Run Road in Medway. I've been there for 19+ years.

It would be completely insane to put a Cumberland Farms or any other such business in this location. I don't even know why this question has come up again. The owners of the property tried this several years ago and it's unclear to me why anyone thinks it's any better of an idea now.

The intersection is chaotic and the traffic is heavy on any day. It's especially tough on a Saturday with traffic coming in and out of Medway Gardens, made worse by the fact it has two entrances/exits - one on Rt. 109 and one on Rt. 126. A business which would be used much more frequently 7 days a week such as a Cumberland Farms would just exacerbate the issue. And it's not like the intersection can be expanded to allow additional straight-away lanes and turn lanes since it's locked by buildings on the other three portions of this intersection: Dunkin' Donuts, Restaurant 45, and the fire station.

Traffic is bad enough in the mornings with people attempting to turn left out of the Dunkin' Donuts.

This intersection was not built to accommodate the traffic it has already, not to mention there are no turn lanes other than a short one for traffic turning north on Rt. 126 from east-bound Rt. 109. And even then the left-turn signal is sporadic and does not turn on with every light cycle. I can't even imagine the chaos with traffic attempting to turn left (south) on Rt. 126 coming out of this proposed site.

And who in their right mind would want a 24-hour gas station? That brings nothing but problems.

-- Mike Droeske

Susan Affleck-Childs

From: Anderson [andersonhuang@gmail.com]
Sent: Wednesday, October 09, 2013 6:21 PM
To: Susan Affleck-Childs
Subject: Cumberland Farms

RECEIVED
OCT 09 2013

TOWN OF MEDWAY
PLANNING BOARD

Hi Susan,

I am Medway resident that live near the proposed Cumberland farms. I am concerned about its build due to increased traffic at that intersection especially with the High School traffic in the mornings. It will also be unsightly in an section we are trying to develop and beautify. Medway Gardens is at a key intersection of rt126 and that lot would be better used for development of other type of retail businesses. There is also gas stations and convenience stores nearby that makes its proposed use redundant and takes away business that would otherwise go into the "center of Medway". Please pass this email along to the the development committee. Thank you for hearing our concerns.

Sincerely,

Anderson Huang

6 Quail Dr

508-333-6814

Sent from my iPhone

Susan Affleck-Childs

From: Sheila Marshall [tesseractsam@yahoo.com]
Sent: Thursday, October 10, 2013 2:18 PM
To: Susan Affleck-Childs; Zoning Board; Board of Selectmen; T A
Cc: ebanks@wickedlocal.com
Subject: Cumberland Gas Station/Convenience Store

RECEIVED
OCT 10 2013

TOWN OF MEDWAY
PLANNING BOARD

To The Medway Town Fathers:

The applicant, GCCF New England LLC, on behalf of Cumberland Farms wants to build a 4,513 square-foot facility at 38 Summer Street where part of Medway Gardens Shop will be demolished to make way for a Cumberland Gas Station/Convenience Store. The applicant will continue to state their case for this oversized facility at the corner of Summer Street and Milford Streets in Medway. According to the article dated, 10/8/13, in the Milford Daily News, "Town officials, however, are determined to bring business to the town, as the tax base is more than 80 percent residential." Another way of saying this is that the Town Fathers want to "build-out" Medway until there is nothing left to build either commercial or residential. Medway will be just another thickly settled town squeezed in. The existing shopping malls already have numerous vacant store fronts so adding more strip malls where the same thing may happen, especially in this unstable economy, is irrational and unwise. There is nothing wrong with an 80% residential tax base. The Towns of Sherborn and Dover got it right from the very beginning by zoning their acreage to preserve their land. There is no truth that having more business in town will lower the tax rate for the residents. The benefit to the town's residents is not currently apparent. It will, however, increase traffic and change Medway from it's present country identity to a busy metropolis. There is no question that the traffic will drastically increase on Summer Street and Milford Street, main thoroughfares in town and especially so if the existing Cumberland Farms Convenience Store at the Corner of Pond Street and Main Street closes. I live on Summer Street and there is a line of commuter traffic at a halt during the high school opening hours. Living on Summer Street for 37 years, no traffic study can convince me that traffic is a huge issue as I patiently wait in my driveway for a gap in order to pull out onto Summer Street.

I urge the Boards of Medway to deny requests for waivers to the town's bylaws, deny connections into the municipal storm systems, deny increase in signage sizes, administer it's own traffic study and enforce all zoning bylaws in connection to this Cumberland Farms Gas Station/Convenience Store. These laws are in place to protect our town and should not be encroached upon.

In the words of Wallace Stegner in a letter to David E. Pesonen of the Wildland Research Center, "Something will have gone out of us as a people if we ever let the remaining wilderness be destroyed; if we permit the last virgin forests to be turned into comic books and plastic cigarette cases; if we drive the few remaining members of the wild species into zoos or to extinction; if we pollute the last clear air and dirty the last clean streams and push our paved roads through the last of the silence, so that never again will Americans be free in their own country from the noise, the exhausts, the stinks of human and automotive waste." December 3, 1960.

Sincerely,

Wayne & Sheila Marshall
65 Summer Street
Medway, MA 02053

Susan Affleck-Childs

From: Patricia Jensen [patricia_jen@yahoo.com]
Sent: Monday, October 14, 2013 6:05 PM
To: Susan Affleck-Childs
Cc: Board of Selectmen
Subject: RE: Storm Water Waiver -Cumberland Farms Application

RECEIVED
OCT 15 2013

TOWN OF MEDWAY
PLANNING BOARD

Resending – forgot to reference Cumberland Farms

From: Patricia Jensen [mailto:patricia_jen@yahoo.com]
Sent: Monday, October 14, 2013 6:01 PM
To: 'sachilds@townofmedway.org'
Cc: 'bos@townofmedway.org'
Subject: Storm Water Waiver

Please submit this email to the Planning Board Committee regarding the Cumberland Farms application.

Before the on-site plan can be approved and waivers granted to tie into the town's drainage system, it is requested that the applicant must show due diligence and all options, for on-site storm water treatment per the present regulations, have been explored. At a minimum, 3-4 options should be reviewed and include a feasibility study with the associated incremental costs for said option, as a percentage of total project cost.

When evaluating the applicants request, the town should consider what the true nature of the hardship is and confirm:

- It is not an overly optimistic use of the property
- It is not a way to defer/avoid costs
- Is in the best interest for the environment

The town should be very sensitive in granting waivers of this nature, as we are the stewards of our drainage system and need to insure that it can meet the safety and environmental needs for future generations, without any undue financial burden or risks to the town or environment.

Peter and Patricia Jensen
13 Waterview Dr.

Susan Affleck-Childs

From: Susan Affleck-Childs
Sent: Friday, October 18, 2013 11:23 AM
To: Suzanne Kennedy
Cc: Andy Rodenhiser; Andy Rodenhiser
Subject: FW: Cumberland Farms - Estimated Construction Cost

Hi Suzanne,

I am writing to follow-up on my 10/16 email to you and Melanie requesting the assistance of the Board of Assessors to estimate the tax revenues that could be generated by the proposed Cumberland Farms project at the southeast corner of Routes 109 and 126. As you know, this information was one of the specific requests included in the citizens petition that was recently submitted to the Town in opposition to the Cumberland Farms.

Will you contact the Board of Assessors about this? Another option would be for PEDB Chairman Andy Rodenhiser to make a direct overture to the Assessors' chairman Pete Manning.

Please let me know how you would like to proceed.

Thanks for your help.

Susy

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

508-533-3291

saffleckchilds@townofmedway.org

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From: Melanie M. Phillips
Sent: Wednesday, October 16, 2013 1:08 PM
To: Susan Affleck-Childs; Suzanne Kennedy
Subject: RE: Cumberland Farms - Estimated Construction Cost

Construction cost would not necessarily translate to assessed value. It is my understanding that this is a gasoline station with a minimart. These properties tend to be valuable. In fact, in my former life as a banker, I have known these sites to be

valued in the million dollar+ range. Not sure what the correct approach is; perhaps appraisal by a specialty appraiser.

If one uses the construction cost, the improvements add only @ 9-10k per year onto the taxes, but again, I do not think this is the correct approach for assessed value

Thank you.

*Melanie M. Phillips, CMMT
Finance Director/Treasurer/Collector
Town of Medway*

visit us at www.townofmedway.org

From: Susan Affleck-Childs
Sent: Wednesday, October 16, 2013 10:30 AM
To: Suzanne Kennedy; Melanie M. Phillips
Cc: Andy Rodenhiser; Andy Rodenhiser
Subject: Cumberland Farms - Estimated Construction Cost

Good morning,

Peter Paulousky, the attorney acting for Cumberland Farms, has provided construction cost estimates for the proposed Cumberland Farms project. See his email note below.

As you know, one of the items noted in the recently submitted citizens' petition opposing the proposed Cumberland Farms development was a request for an analysis of what the tax revenues and anticipated tax expenditures would be related to such a project.

Normally, I would have contacted the Chief Assessor to discuss this matter. But in his absence, I would like to ask if the Board of Assessors could review the data specified below and provide an estimate of the anticipated tax revenues that might be generated by this project. I would be glad to provide the proposed CF site plan to the Board of Assessors to assist in that review.

Thanks for your help.

Susy

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

508-533-3291

saffleckchilds@townofmedway.org

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From: Peter Paulousky [<mailto:PJP@dcdclaw.com>]
Sent: Wednesday, October 16, 2013 9:52 AM
To: Susan Affleck-Childs
Subject: Cumberland Farms Medway - 109 and 126

Susan,

I am authorized to state that the estimated construction costs for the above site are as follows:

1. Building - \$400,000 to \$425,000;
2. Canopy - \$75,000

The above are estimates which do not reflect cost of site preparation or land assessment which is the purview of the Medway Assessor.

Peter

Peter J. Paulousky




Doherty, Ciechanowski,
Dugan & Cannon, P.C.

Celebrating 10 years

124 Grove Street, Suite 220
Franklin, MA 02038

WEB : www.dcdclaw.com
TEL: 508-541-3000
FAX : 508-541-3008
PJP@dcdclaw.com

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United States Treasury Regulations require us to disclose the following in connection with this message: Any tax advice included in this message and its attachments, if any, are not intended or written to be used, and cannot be used by the taxpayer, for the purpose of avoiding lawful taxes and penalties that may be imposed on the taxpayer.

Susan Affleck-Childs

From: coleandtorrent [coleandtorrent@gmail.com]
Sent: Thursday, October 17, 2013 10:05 AM
To: Susan Affleck-Childs; Preserve Medway
Subject: Residents meeting Oct 28th with PEDB coordinator + consultants

TO: Medway Residents

SUBJECT: Cumberland Farms proposal, informational Q+A

MEETING DATE: Monday, OCT 28th at 7:00 PM

LOCATION: Restaurant 45, 45 Milford Street – New Function Room.

On Monday October 28th, an informational Q&A will take place. The purpose of this meeting is provide an opportunity for Medway residents to ask questions of Town staff and consultants regarding the proposed Cumberland Farms to be built at Milford Street and Summer Street (Rt. 126 + Rt. 109).

Project Location: 38 Summer Street/39 & 41 Milford Street; 2.44 acres at the southeast corner of Route 109 (Milford Street) and Route 126 (Summer Street)

Type of Permit/Application: Special Use Permit and Site Plan Approval from the Medway Planning and Economic Development Board

Applicant: GCCF New England, LLC c/o Cumberland Farms, Indianapolis, IN.

Property Owner: Onilleva Realty, LLC of Medway, MA

Project Summary: The development of a 4,513 sq. ft. Cumberland Farms convenience store with 4 vehicular fuel dispensers (8 fueling positions) on the northern portion of the site. Two residential structures located at 41 and 39 Milford Street and the main structure at Medway Garden Center will be demolished. Access and egress will be provided from Summer and Milford Streets. The Medway Garden Center will reduce its building footprint from 11,569 sq. ft. to 4,816 sq. ft. and will operate from the southern portion of the site.

(see: http://www.townofmedway.org/Pages/MedwayMA_Bcomm/PlanEcon/ApplicationsDocs/Cumberland for more information)

This meeting was offered by the Planning and Economic Development Board at the 10/8/2013 Cumberland Farms public hearing and was accepted by Tracy Stewart on behalf of residents.

The following Town employees and Consultants will be in attendance. Because the proposed development is currently in a public hearing before the Planning and Economic Development Board (PEDB), members of the PEDB cannot attend this meeting. However, ANY other Medway resident whether a board member or town official can attend this meeting and is encouraged to do so.

IN ATTENDANCE:

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TOWN OF MEDWAY
PLANNING BOARD

Sergeant Jeff Watson

Medway Police Department Safety Officer

David D'Amico

Deputy Director of the Medway Department of Public Services

Dave Pellegrini, P.E.

Tetra Tech – the Town's Consulting Engineer

Mike Hall, P.E.

Tetra Tech – the Town's Consulting Engineer

Gino Carlucci, AICP

PGC Associates – the Town's Planning Consultant

Susan E. Affleck-Childs

Medway Planning and Economic Development Coordinator

This meeting is NOT a public hearing. However, the meeting will be recorded and notes from the audio recording will be prepared and entered into the public record at the next Cumberland Farms public hearing with the PEDB – date to be determined.

Susan Affleck-Childs

RECEIVED
OCT 22 2013

From: Jason R. Plourde [JRPlourde@tigheBond.com]
Sent: Tuesday, October 22, 2013 10:14 AM
To: Susan Affleck-Childs; Michael J. Hall
Cc: AJ Barbato; Peter J. Paulousky; Philip R. Henry, P.E.
Subject: 38 Summer Street - Proposed Cumberland Farms - Driver Speed Feedback Sign
Attachments: New Location for Driver Feedback Sign 101713.pdf

TOWN OF MEDWAY
PLANNING BOARD

Susy and Mike,

In Sergeant Watson's October 4, 2013 letter, he had recommended the installation of a Driver Speed Feedback Sign to be located 250 feet to the east of the easternmost proposed site driveway, facing Milford Street westbound traffic. Based on comments received at the October 8, 2013 Medway Planning & Economic Development Board meeting, solar power was the preferred method for the Driver Speed Feedback Sign. As presented, however, this location was not conducive for solar power due to the shadowing from trees on the north and south sides of Milford Street.

Based on discussions with Ocean State Signal representatives, it has been recommended that a better location for the solar powered unit would be across from Knollwood Road. This location appears to have good sun exposure and not be blocked by any trees or buildings. This location is 75-100 feet east of the location previously requested. Please see the attached images for the location of the proposed Driver Speed Feedback Sign.

I have been coordinating with Sergeant Watson to determine if this location would also be acceptable. Yesterday afternoon, Sergeant Watson indicated that the new location is acceptable and he would email the Planning & Economic Development Board with his concurrence.

If you have any questions or need further information, please let me know.

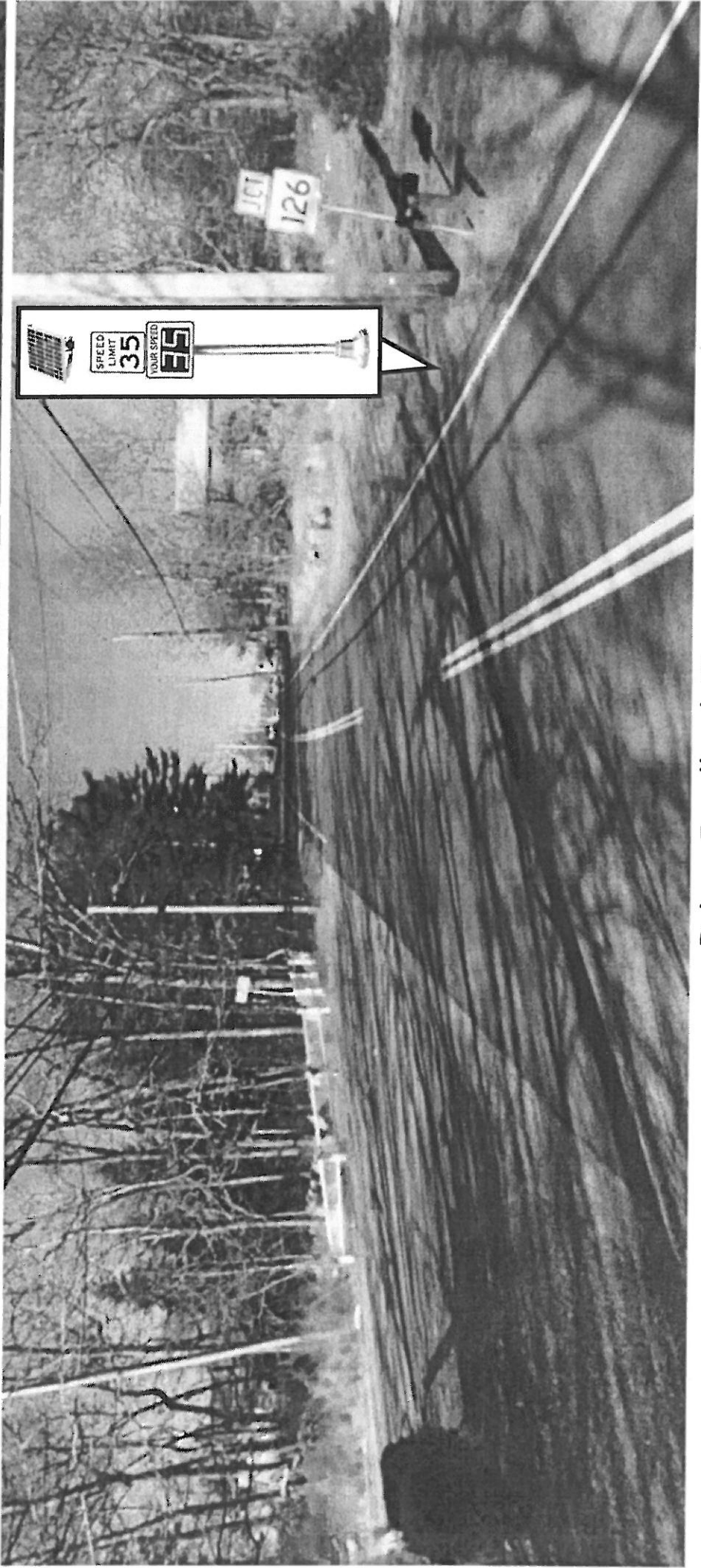
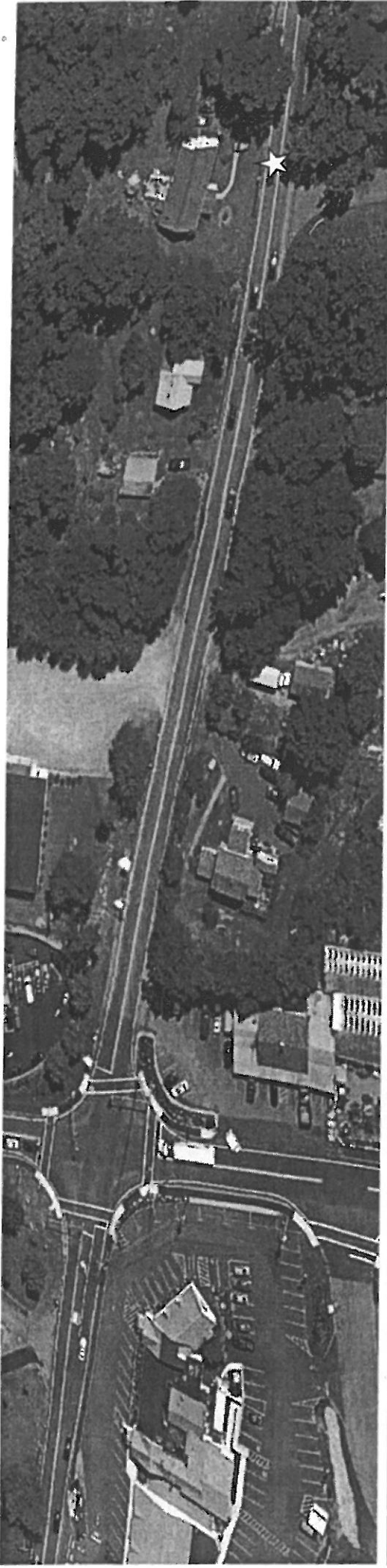
Thank you,
Jason

Jason R. Plourde, P.E., PTP, NH LPA | Project Manager

Tighe & Bond | 177 Corporate Drive | Portsmouth, NH 03801 | 603.433.8818 x53 | 603.801.4657 (cell)

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Tighe&Bond



Driver Feedback Sign
Milford Street (Route 109) westbound across from Knollwood Road

FINDINGS

ZONING BYLAW (Site Plan Section) - Does the proposed project constitute a suitable development based on conformance with the purposes of Site Plan Review as specified in the Zoning Bylaw and with the various site development standards and criteria set forth in the Site Plan Rules and Regulations?

- (1) Are the buildings, uses and site amenities properly located on the development site in relation to the terrain and scale of other buildings in the vicinity and adjacent neighborhoods?
- (2) Are the construction and renovation of buildings and the installation of site amenities thoughtfully designed to reflect or be compatible with Medway's New England architectural style as further detailed in the *Design Guidelines*?
- (3) Are adjacent and neighboring properties protected from nuisance and harmful effects caused by noise, fumes, and the glare of headlights and other light sources generated by uses on the development site?
- (4) Are significant natural features on a development site (*i.e. hills, water bodies, wetlands, trees, tree groves, wooded areas, rock outcrops, native plants, wildlife habitats, and other areas of aesthetic and ecological interest*) preserved with as minimal site disturbance as possible?
- (5) Are off-street loading facilities and methods for unloading vehicles, goods, products materials and equipment incidental to the normal operation of the establishment(s) on the development site conveniently and safely provided while the visual intrusion thereof is appropriately screened from public view?
- (6) Are facilities for the storage, handling and disposal of sewage, refuse and other solid wastes resulting from the normal operations of the establishment(s) on the development site provided and adequately screened from public view?
- (7) Are pedestrian ways, access driveways, loading and parking facilities properly designed for the convenience and safety of customers, employees and the general public?
- (8) Is convenient and safe access for fire-fighting and emergency rescue vehicles provided to and within the development site in relation to adjacent streets?
- (9) Are satisfactory methods for drainage of surface water to and from the development site provided?
- 10) Are public ways and private drives properly designed to be constructed to serve the intended use and provide an adequate level of service in relation to the traffic to be generated by the development site?

Cumberland Farms
FINDINGS & CONDITIONS WORKSHEET
October 22, 2013

- (11) Have the effects and impacts of the proposed use of land or structures on vehicular and pedestrian traffic, municipal services and utilities, roadways, parking, drainage, environmental quality, water resources, signage, lighting, and community economics, character, values, amenities and appearance been identified and evaluated?
- (12) Have site design modifications been proposed and evaluated to lessen the negative and harmful impacts?
- (13) Have reasonable conditions, limits, safeguards and mitigation measures been established?

ZONING BYLAW (Commercial IV Zoning District Special Permit)

- a maximum of four pumps
- convenience store shall be a minimum of 4,000 sq. ft.
- canopy over the gasoline pumps shall not exceed 2,200 sq. ft. in area. The canopy shall not exceed 60 ft in length unless a greater length is authorized by the Planning and Economic Development Board
- the canopy shall be either an architecturally integral part of the local convenience store retail building or a separate structure located to the rear or the side of the local convenience store
- the canopy shall not be located closer to the intersection than any part of the convenience store building.
- the canopy shall not be closer than 50' to any lot used for residential purposes

ZONING BYLAW (Special Permits)

- The use is in harmony with the general purpose and intent of the zoning bylaw
- The use is in an appropriate location and is not detrimental to the neighborhood and does not significantly alter the character of the zoning district
- Adequate and appropriate facilities will be provided for the operation of the proposed use.
- The proposed use will not be detrimental or otherwise offensive to the adjoining zoning districts and neighboring properties due to the effects of lighting, odors, smoke, noise, sewage, refuse materials, visual or other nuisances.
- The proposed use will not cause undue traffic congestion in the immediate area.
- The proposed use is consistent with the Medway Master Plan

Site Plan Rules and Regulations - *In making its recommendation, the Board shall find whether the proposed development is in conformance with the standards and criteria set forth in the Site Plan Rules and Regulations, unless specifically waived. In its recommendation, the Planning Board shall determine the following:*

- (1) Has internal circulation, queuing and egress been designed such that traffic safety is protected, access via minor streets servicing residential areas is minimized, and traffic backing up into the public way is minimized?
- (2) Does the site plan show designs that minimize any departure from the character, materials, and scale of buildings in the vicinity as viewed from public ways and places?
- (3) Is reasonable use made of building location, grading and vegetation to reduce the visible intrusion of structures, parking areas, outside storage or other outdoor service areas (*e.g. waste removal*) from public views or from (nearby) premises residentially used and zoned.
- (4) Is adequate access to each structure for fire and service equipment provided?
- (5) Will the design and construction minimize, to the extent reasonably possible, the following environmental impacts?
 - a) the volume of cut and fill;
 - b) the number of trees to be removed with particular care taken with mature trees and root systems;
 - c) the visual prominence of man-made elements not necessary for safety;
 - d) the removal of existing stone walls;
 - e) the visibility of building sites from existing streets;
 - f) the impacts on waterways and environmental resource areas;
 - g) soil pollution and erosion;
 - h) noise.
- (6) Is pedestrian and vehicular safety both on the site and egressing from it maximized?
- (7) Does the design and will the construction incorporate, to the maximum extent possible, the visual prominence of natural and historic features of the site?
- (8) Does the lighting of structures and parking area avoid glare on adjoining properties and minimize light pollution within the town?
- (9) Is the proposed limit of work area reasonable and does it protect sensitive environmental and/or cultural resources? The site plan as designed should not cause substantial or irrevocable damage to the environment, which damage could be avoided or ameliorated through an alternative development plan or mitigation measures.

CONDITIONS

ZONING BYLAW (Site Plan Section) - A *Decision* to approve a site plan may include but is not limited to waivers, conditions, limitations and safeguards including:

- required plan revisions
- design modifications
- access controls
- off-site improvements
- construction observation/inspection
- bonding or other performance guarantees
- as-built plan submittals
- site plan compliance mechanisms, and
- reasonable mitigation measures which the Board believes are in the Town's best interests.

Site Plan Rules and Regs - *The Board may require mitigation measures, conditions, limitations and safeguards including, but not limited to, the following:*

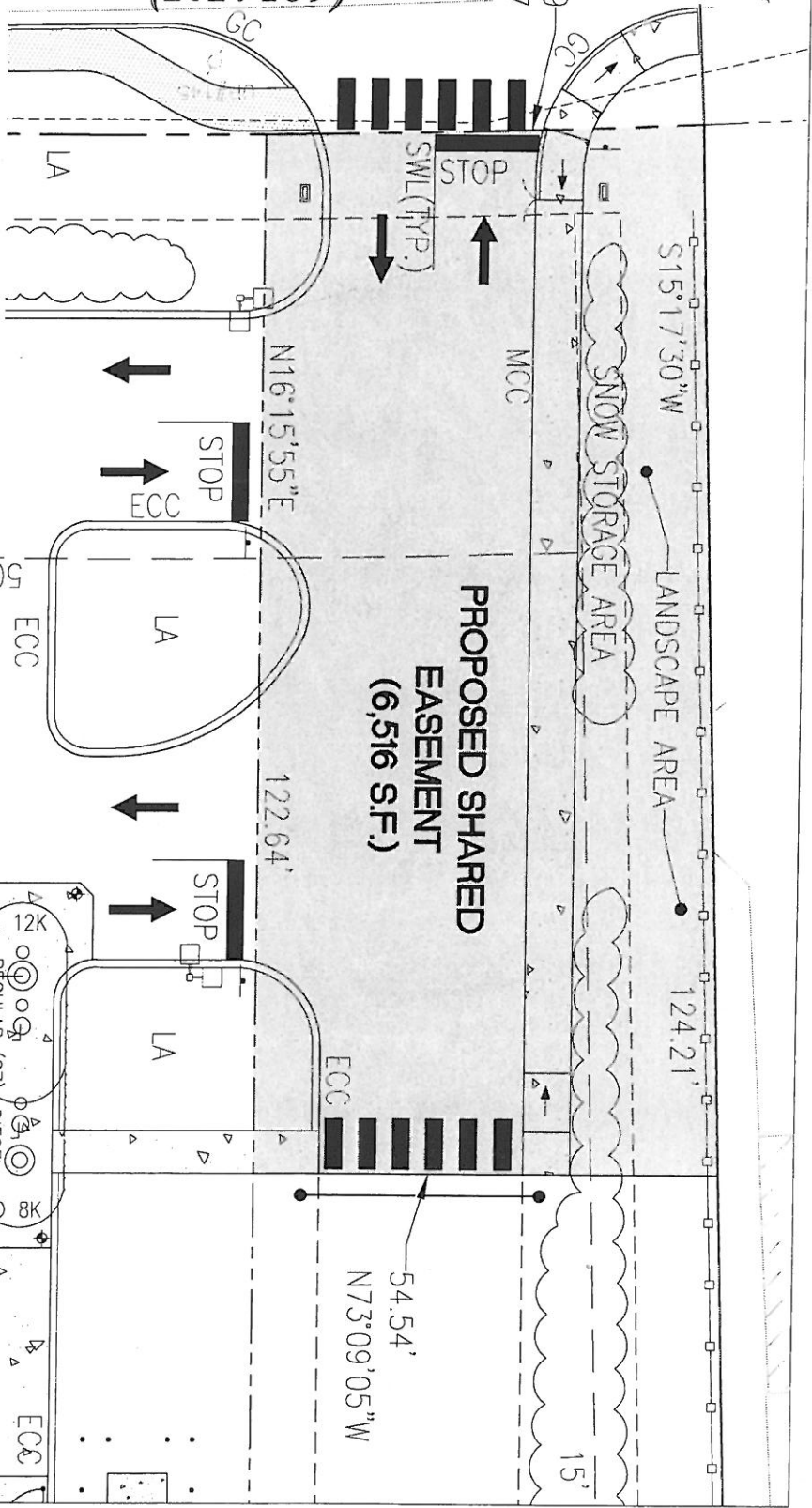
- a) Controls on the location and type of access to the site;
- b) Controls on the number, type and time that service vehicles access the site;
- c) Limitations on the hours of operation;
- d) Requirements for off-site improvements up to a maximum value of six (6) percent of the total development cost of the proposed project to improve the capacity and safety of roads, intersections, pedestrian ways, water, sewer, drainage, and other public facilities that are likely to be affected by the proposed development. The total development cost shall mean the total of the cost or value of land and all development related improvements and shall be determined on the basis of standard building or construction costs, such as published in the *Engineering News Record* or other source acceptable to the Planning Board, for the relevant type of structure and use.
- e) Donation and/or dedication of land for right-of-way to provide for roadway and/or intersection widening or improvements;
- f) Conditions to minimize off-site impacts and environmental quality during construction.
- g) Requirements for screening parking facilities from adjoining premises or from the street by walls, fences, plantings or other devices to mitigate adverse impacts;
- h) Conditions to mitigate adverse impacts to the neighborhood and abutters, including but not limited to adverse impacts caused by noise, dust, fumes, odors, lighting, headlight glare, hours of operation, or snow storage.



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MILFORD STREET
 (RT. 109)

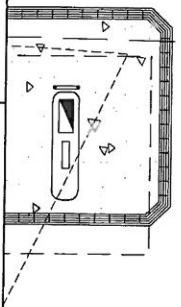
PURSUANT TO SECTION 2.3 'SHARED EASEMENT' IN THE LEASE AGREEMENT, LANDLORD AND TENANT ACKNOWLEDGE THAT THE DRIVEWAY SHOWN ON THE PLAN ATTACHED AS EXHIBIT A-1 SHOWS A SHARED ENTRANCE (THE "DRIVEWAY") FOR THE PREMISES AND FOR LANDLORD'S RESIDUAL PROPERTY. THE PARTIES AGREE TO A MUTUALLY ACCEPTABLE EASEMENT AGREEMENT FOR THE DRIVEWAY THAT REQUIRES LANDLORD TO MAINTAIN, UPKEEP AND REPLACE AS NECESSARY AND REQUIRES TENANT TO PLOW, SAND AND SALT AS NECESSARY, AND WHICH ALLOWS LANDLORD TO USE THE DRIVEWAY FOR ACCESS TO LANDLORD'S RESIDUAL PROPERTY. THE EASEMENT AGREEMENT SHALL PROHIBIT ANY BLOCKING AND SHALL INCLUDE REASONABLE RESTRICTIONS ON THE USE BY LANDLORD AND SHALL ADDRESS THE SHARING OF CERTAIN COSTS RELATED TO THE DRIVEWAY.



CLIENT:



SITE:
 CUMBERLAND FARMS
 38 SUMMER STREET
 MEDWAY, MA 02053



CIVIL DESIGN
 GROUP, LLC

21 HIGH STREET, SUITE 300A
 NORTH ANDOVER, MA 01845
 www.cdesigngroup.com
 p. 978-794-5400 f. 978-914-6161

EXHIBIT: A-1

PROPOSED
 CONVENIENCE
 STORE

SEPTEMBER 20, 2013

CUMBERLAND FARMS

38 SUMMER STREET

MEDWAY, MA

RECEIVED
OCT 21 2013

TOWN OF MEDWAY
PLANNING BOARD

TRASH MAINTENANCE PLAN
May 5, 2013

Eight (8) Trash containers will be located on the site (Page two of this document shows the proposed locations)

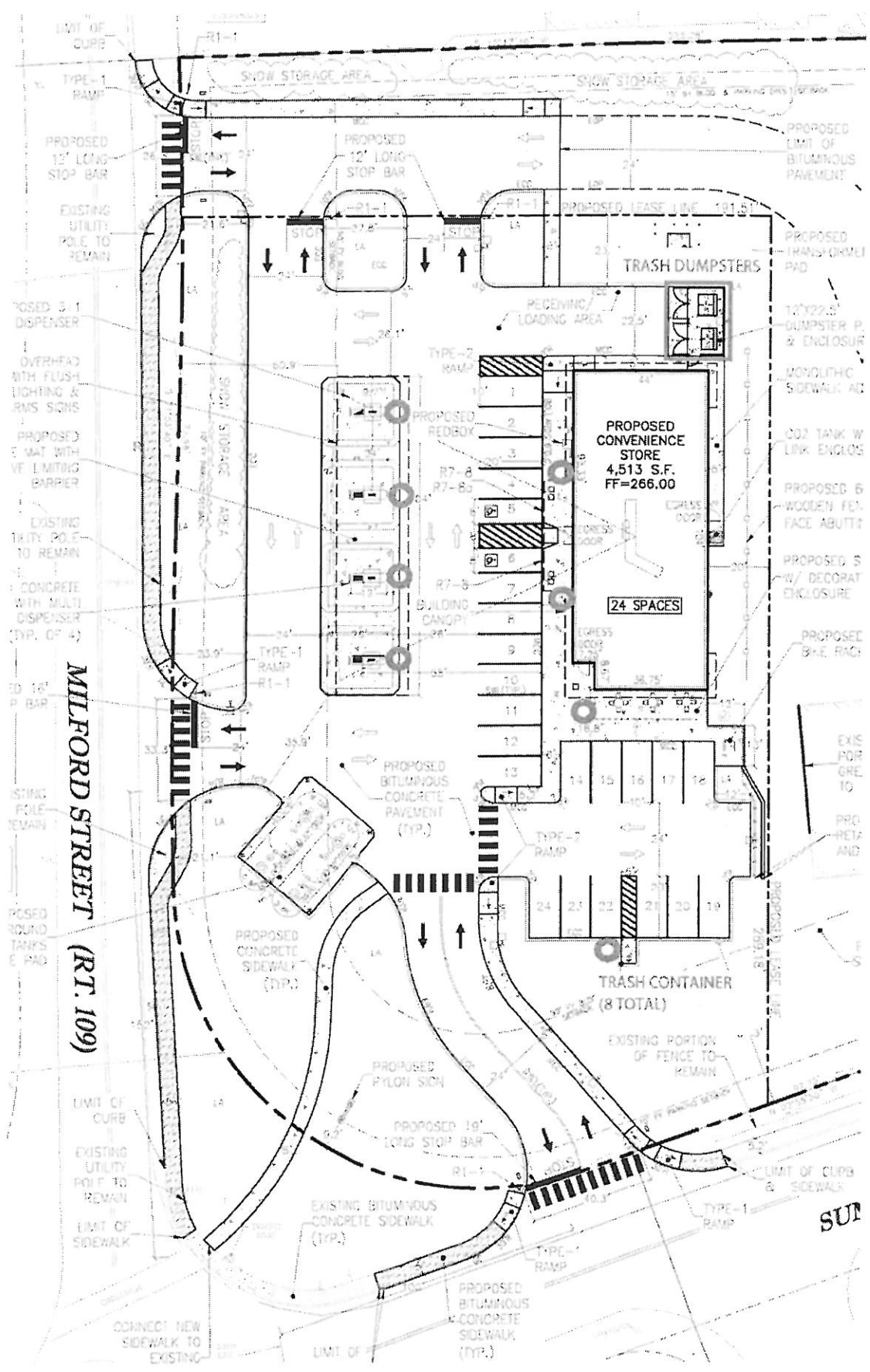
Employees are required to check the status of all outside trash cans on a regular basis and dispose of trash, as needed.

Employees are also required to survey the entire parking lot for trash and to dispose of the same.

The entire site is inspected periodically each month by the Regional Manager and the Area Sales Manager.

The site is also inspected twice each month as part of the "mystery shopper" program.

Two 10-yard dumpsters (1 for cardboard and 1 for waste) will be located on-site (Pg2 and pg3 shows the dumpster location and detail of units). The dumpsters are serviced by McNamara Waste Services, LLC, of East Longmeadow, MA. At this time, it is estimated that the dumpsters will be emptied twice each week. If it is determined that an additional service run is required, arrangements will be made for the same.



MILFORD STREET (RT. 109)

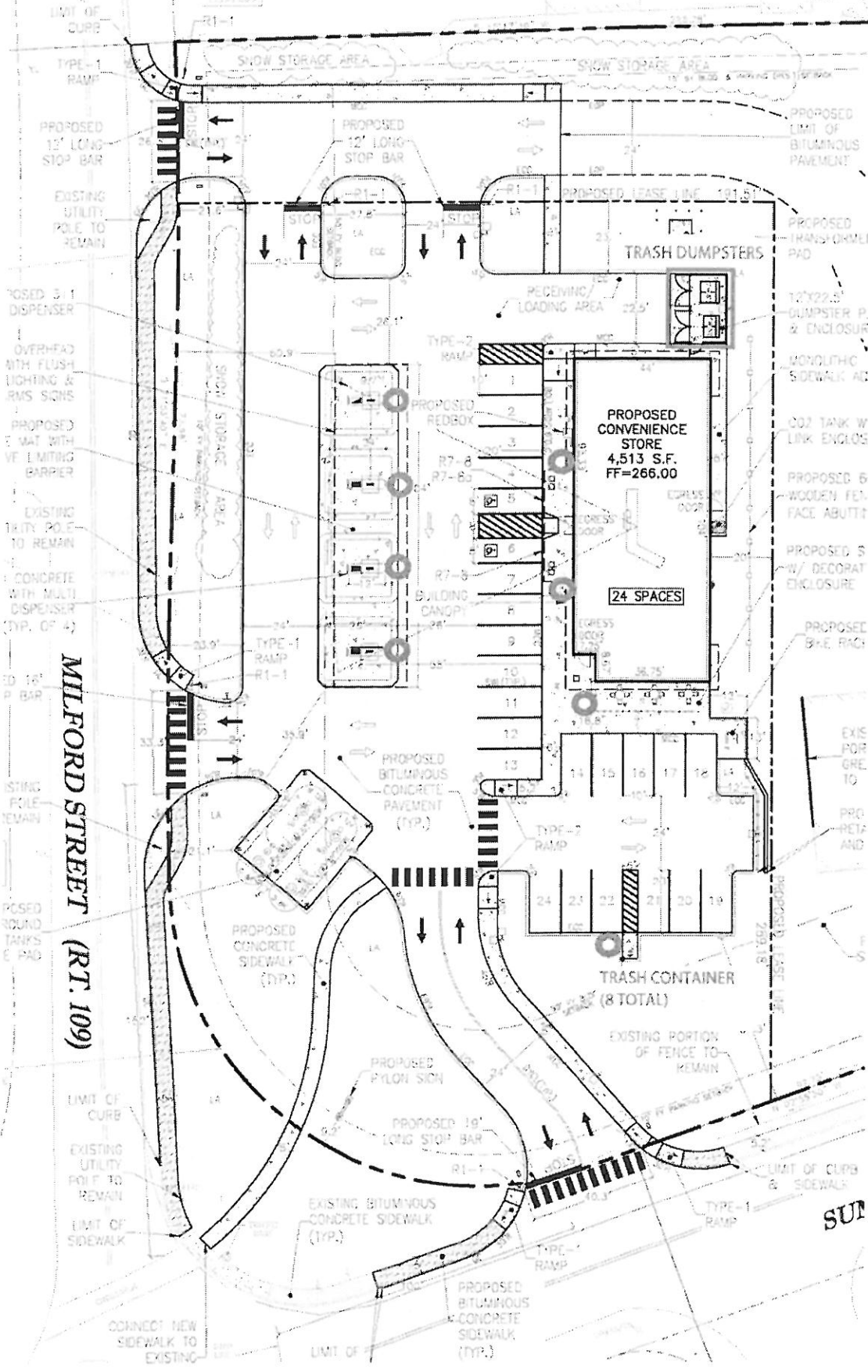
PROPOSED CONVENIENCE STORE
4,513 S.F.
FF=266.00

24 SPACES

TRASH DUMPSTERS

TRASH CONTAINER (8 TOTAL)

SUN



MILFORD STREET (RT. 109)

PROPOSED CONVENIENCE STORE
4,513 S.F.
FF=266.00

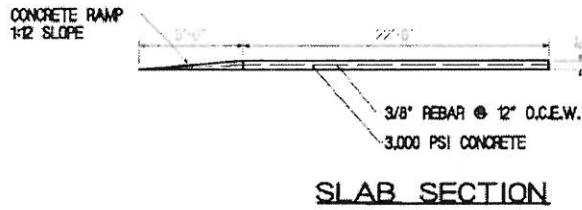
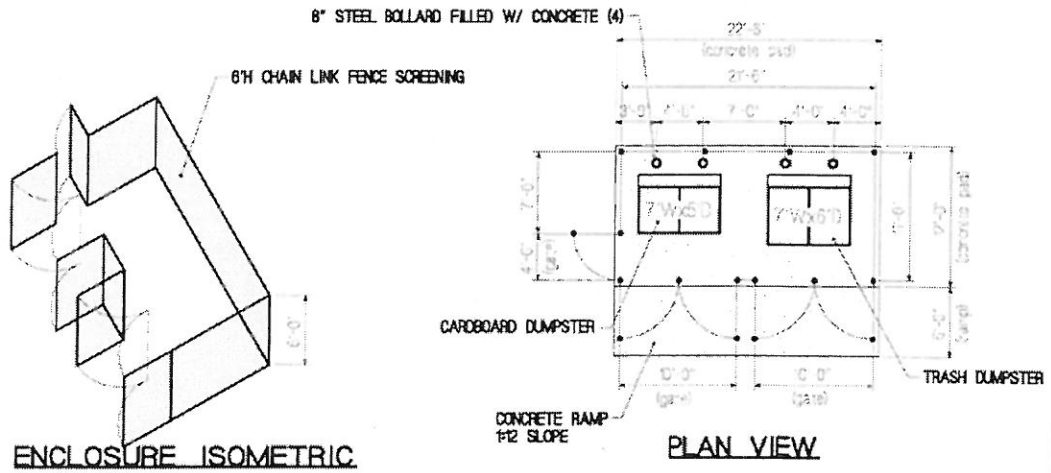
24 SPACES

TRASH DUMPSTERS

TRASH CONTAINER (8 TOTAL)

SUN

DUMPSTER DETAIL



SCALE: N.T.S.

Susan Affleck-Childs

From: Jason R. Plourde [JRPlourde@tigheBond.com]
Sent: Tuesday, October 22, 2013 3:57 PM
To: Michael J. Hall; Susan Affleck-Childs
Cc: AJ Barbato; Peter J. Paulousky; Philip R. Henry, P.E.; Pellegrini, David
Subject: Cumberland Farms - 38 Summer Street - Scope of Services for Monitoring Studies
Attachments: Cut-Thru +HS Observations Scope 102213.pdf

Mike and Susy,

As discussed at the Planning & Economic Development Board meetings, there has been concern regarding potential cut-through traffic through the Little Tree Road and Rustic Road neighborhoods from Milford Street eastbound to Summer Street southbound. In addition, neighbors have raised a concern at the public meetings related to the operations of the Medway High School driveway and the resulting vehicular queues along Summer Street to the south (that may reach the Milford Street signalized intersection).

Based on my understanding of these concerns, I have prepared the attached letter to detail the scope of services I expect to be required in conducting the monitoring studies for the Little Tree Road/Rustic Road cut-through traffic during pre- and post-development. I have also included a description of the efforts I anticipate to be required in evaluating the existing traffic concerns with the Medway High School driveway. The developer is in favor of conducting or funding these evaluations after receiving a decision from the Planning & Economic Development Board. Please review and let me know if you have any questions or modifications.

Thank you,
Jason

Jason R. Plourde, P.E., PTP, NH LPA | Project Manager

Tighe & Bond | 177 Corporate Drive | Portsmouth, NH 03801 | 603.433.8818 x53 | 603.801.4657 (cell)

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OCT 22 2013

TOWN OF MEDWAY
PLANNING BOARD

G-0616-1
October 22, 2013

Mr. AJ Barbato
Vice President of Real Estate
T.M. Crowley & Associates
14 Breakneck Hill Road, Suite 101
Lincoln, RI 02865

Re: **Scope of Work for Neighborhood Cut-Through and High School Evaluations
Cumberland Farms – 38 Summer Street
Medway, Massachusetts**

Dear AJ,

In an effort to address comments raised at the Medway Planning & Economic Development Board meetings for the proposed Cumberland Farms development to be located at 38 Summer Street, Tighe & Bond, Inc. has prepared this letter to outline a scope of study to evaluate cut-through vehicles through the nearby Little Tree Road and Rustic Road neighborhoods, as well as to assess the operations of the Medway High School driveway.

Neighborhood Cut-Through Scope of Work

The topic has been raised at the Medway Planning & Economic Development Board meetings regarding Milford Street (Route 109) eastbound vehicles destined for Summer Street (Route 126) southbound would potentially use neighborhood roadways to avoid the Milford Street and Summer Street signalized intersection. The thought is that any additional delay experienced by vehicles traveling along the Milford Street eastbound shared through/right-turn lane to the signalized intersection destined for Summer Street southbound would encourage drivers to seek an alternative route through the Little Tree Road and Rustic Road neighborhoods.

As presented in the June 14, 2013 *Traffic Impact and Access Study* prepared by Tighe & Bond, Inc. in Table 8, the delays and the 95th percentile vehicular queues along the Milford Street eastbound shared through/right-turn lane to Summer Street are anticipated to be minimal during the peak hours (delay increases between 0.1 and 1.2 seconds per vehicle, and queue increases less than 1 vehicle). Since there would be a negligible increase in delays and queuing along the Milford Street eastbound shared through/right-turn lane at Summer Street, it was concluded that there would not likely be an increase in vehicles that would cut-through the Little Tree Road and Rustic Road neighborhoods to avoid the signalized intersection in order to reach destinations along Summer Street to the south.

To satisfy the Town of Medway's concern, however, the applicant has agreed to prepare a study to evaluate the existing (before occupancy of the proposed Cumberland Farms) and future (≥ 6 months after occupancy of the proposed Cumberland Farms) traffic behaviors of motorists traversing the Little Tree Road and Rustic Road neighborhoods from Milford Street

eastbound to Summer Street southbound. The following outlines the work services in conducting an origin-destination study based on a license plate survey to track vehicles:

1. Record the last three digits of the license plates of vehicles traveling from Milford Street eastbound that turn right onto Little Tree Road (origin) during the weekday AM peak period (7:00-9:00 AM) and the weekday PM peak period (4:00-6:00 PM).
2. Record the direction and the last three digits of the license plates of vehicles traveling from Rustic Road at Summer Street (destination) during the weekday AM peak period (7:00-9:00 AM) and the weekday PM peak period (4:00-6:00 PM).
3. Conduct a manual turning movement and vehicle classification count (TMC) at the Milford Street and Little Tree Road intersection during the weekday AM peak period (7:00-9:00 AM) and the weekday PM peak period (4:00-6:00 PM).
4. Conduct a TMC at the Summer Street and Rustic Road intersection during the weekday AM peak period (7:00-9:00 AM) and the weekday PM peak period (4:00-6:00 PM).
5. Compare the existing and future license plate data and the TMC data to determine if there is a significant change in motorist travel patterns from Milford Street eastbound, through the Little Tree Road and Rustic Road neighborhoods, and destined for Summer Street southbound. If there is a significant increase in motorist travel patterns along this route, then potential traffic calming measures will be evaluated.
6. Summarize the results of the existing and future origin-destination study in a technical memorandum for submittal to the Town of Medway. The study will be submitted to the Town within one year after full occupancy of the site.

Medway High School Scope of Work

Comments have been made at the Medway Planning & Economic Development Board meetings regarding a deficient traffic condition resulting from the existing Medway Highway School located at 88 Summer Street. Public input has described vehicles queuing back from the Medway High School driveway to the Milford Street and Summer Street signalized intersection. The thought is that the long vehicular queues likely occur when a crossing guard at the High School driveway stops Summer Street mainline traffic to allow pedestrians to cross Summer Street and vehicles to exit from the High School driveway. Public input has identified the Medway High School driveway operations as negatively impacting the Summer Street and Milford Street signalized intersection as well as driveways and side streets along Summer Street south of Medway High School.

As presented in the June 14, 2013 *Traffic Impact and Access Study* prepared by Tighe & Bond, Inc. on Figures 4 and 5, the proposed Cumberland Farms development is anticipated to increase traffic volumes on Summer Street northbound north of Milford Street by 15 vehicles per hour during the weekday AM peak hour and by 11 vehicles per hour during

the weekday PM peak hour. These minimal traffic increases represent 1 additional vehicle per 4 to 5.4 minutes. As documented in the *Traffic Impact and Access Study*, these projected traffic-volume increases are based on a conservative trip-generation characteristic methodology that results in more vehicular trips to the study area roadways beyond the site driveways than expected. Therefore, the traffic volumes along Summer Street northbound north of Milford Street are anticipated to be lower than as evaluated.

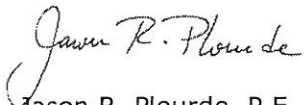
To satisfy the Town of Medway's concern, however, the applicant has agreed to evaluate the existing traffic operations of the Medway High School driveway at Summer Street. The following outlines the work services in conducting an assessment of the traffic operations at the Medway High School driveway and the resulting vehicular queues along Summer Street to the south:

1. Conduct a TMC at the Summer Street and Medway High School driveway during the weekday AM peak period (7:00-9:00 AM), the weekday midday (2:00-4:00 PM) and the weekday PM peak period (4:00-6:00 PM).
2. Observe the operations of the Medway High School driveway during the peak periods (see Note 1). Identify when and how often the Summer Street northbound queue extends beyond 5 vehicles and the Summer Street northbound queue extends to the Milford Street signalized intersection.
3. If the Summer Street northbound vehicular queue consistently extends beyond 5 vehicles or to the Milford Street intersection during the peak periods, then recommendations will be evaluated in an effort to alleviate this existing deficiency.
4. Summarize the results of the Medway High School observations in a letter for submittal to the Town of Medway. The letter will be submitted to the Town within one year after full occupancy of the site.

Should you have any questions or require additional information, please feel free contact me at (603) 433-8818.

Very truly yours,

TIGHE & BOND, INC.



Jason R. Plourde, P.E., PTP
Project Manager

FAIST ENGINEERING, INC.



67 Hall Road - Sturbridge, MA 01566

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

RECEIVED
OCT 08 2013

September 16, 2013

TOWN OF MEDWAY
PLANNING BOARD

RE: CERTIFICATION OF COMPLETENESS AND COMPLIANCE

"Daniels Wood II – Definitive Subdivision Modification" Daniels Road - Medway, MA

Dear Board Members:

On behalf of the current Property Owner / Applicant, Matthew DeSorbo, *Faist Engineering, Inc.* is providing this letter to verify the completion of the Daniels Wood II – Definitive Subdivision project on Daniels Road in Medway, MA (the "Site"). The Applicant is also submitting the project's "As-Built" survey plan prepared by O'Driscoll Land Surveying Co., date August 14, 2013.

The roof drain system for the constructed house is of adequate size to accommodate all of its stormwater runoff. Four (4) Cultec Model R-180 chambers were installed within a 10' wide x 20' length x 3' depth gravel bed. This is slightly larger than the original drywell design which only utilized Two (2) Cultec 125 chambers in a similar size gravel bed.

Photographs of the finished Site and information regarding the "as-built" roof drain system installation are provided as Attachment #1.

This letter of "completion and compliance" is being signed under oath by the Property Owner / Applicant and the Professional Engineer licensed in the Commonwealth of Massachusetts, who hereby attests and certifies that all facets of the subdivision work including roadway and all infrastructure was constructed and completed in strict compliance with the approved and endorsed Subdivision Rules and Regulations as documented in the March 16, 2010 Town of Medway Planning and Economic Development Board Certificate of Action.

Please contact us at (508) 864-6802 with any questions or if you need additional information.

Thank you.

Sincerely,

David T. Faist, P.E.
Principal Engineer

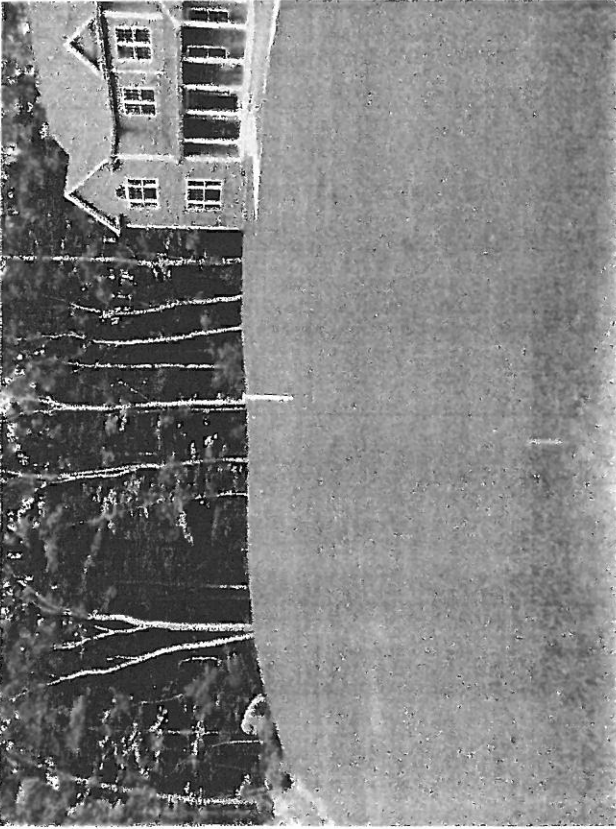


Matthew DeSorbo
Property Owner/Applicant
Lot 2B-1 Daniels Wood II

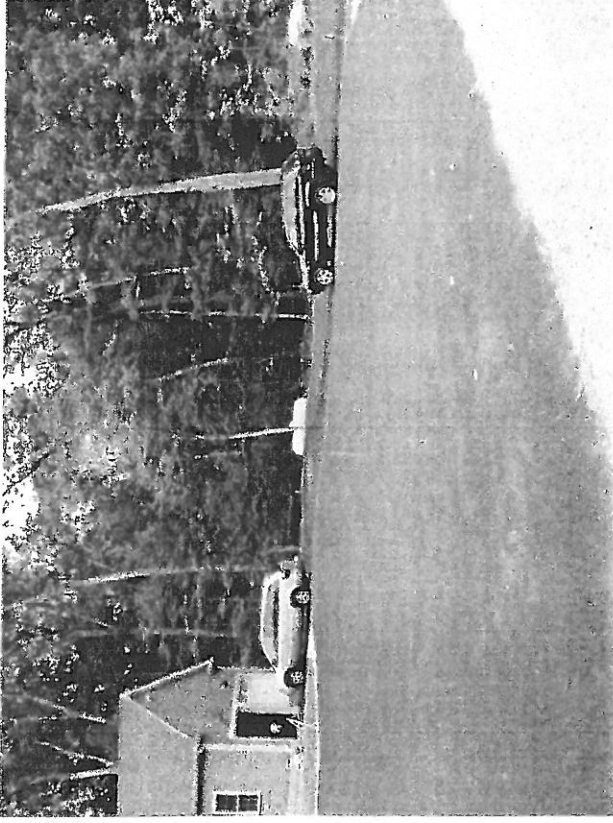
Attachments

ATTACHMENT 1

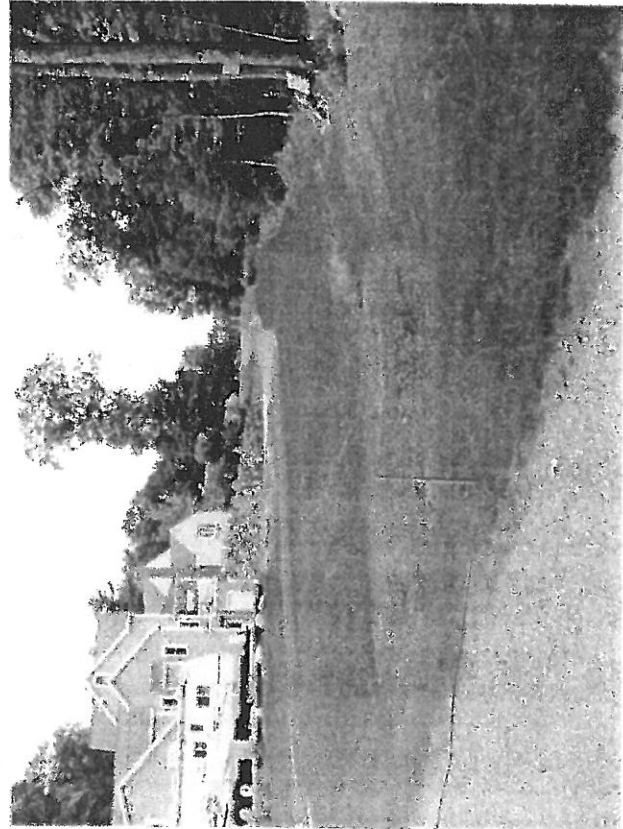
**September 10, 2013 – Site Photographs
&
June 10, 2013 Roof Drain Recharge System
Photographs and As-built Information**



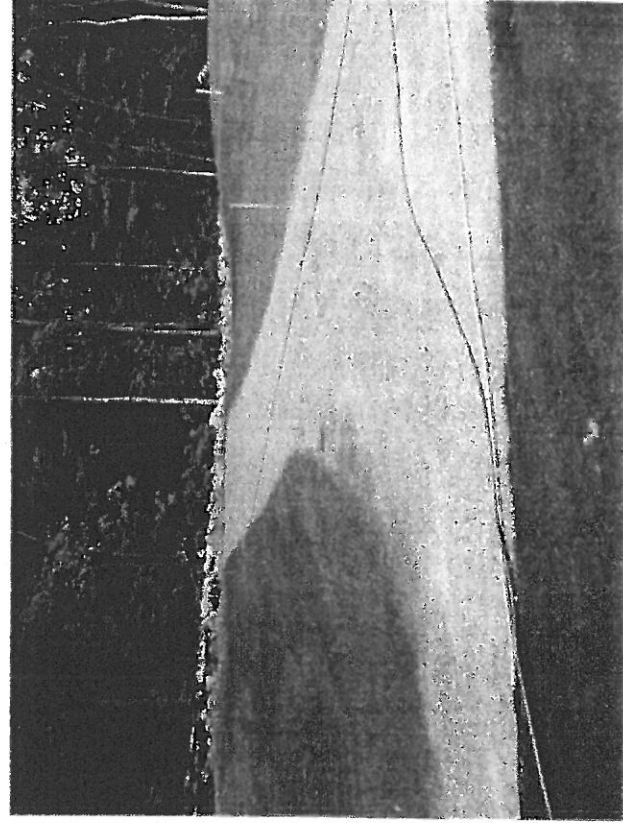
(9-10-13) Lot 2B-1 – Daniels Road – House & Front Yard



(9-10-13) Existing Driveway & Lawn area



(9-10-13) Stormwater Basin & New Driveway



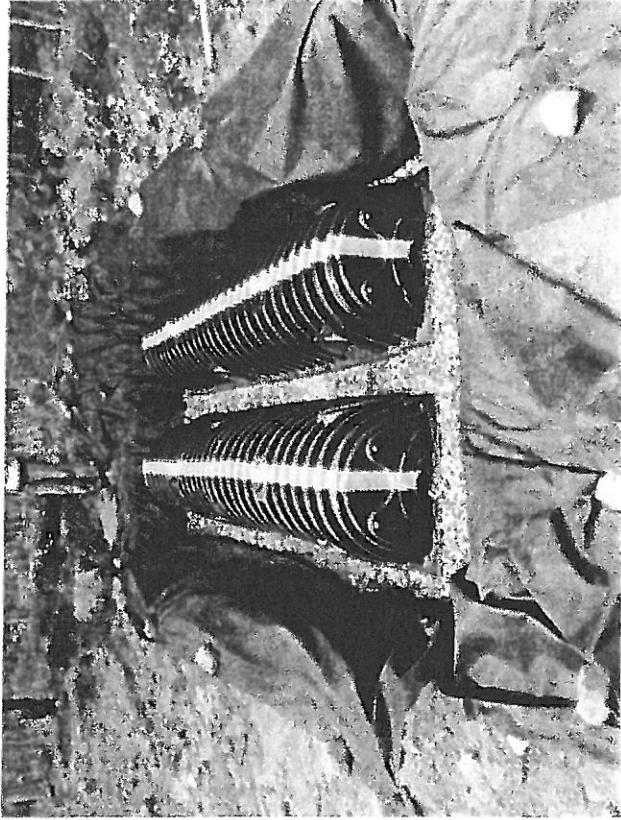
(9-10-13) Gravel Turnaround Area

	1.93 m
Length Adjustment per Run	1 ft 0.3 m
Width	36 inches 914 mm
Height	20.5 inches 521 mm
Invert Height	14 in 356 mm





(6-10-13) 10' x 20' Roof Drain Recharge System during install



(6-10-13) Four (4) Cultec Model R-180 Recharge Chambers



(6-13-13) Gravel Backfill



(6-13-13) Filter fabric wrapping sides & top of recharge system

CULTEC, Inc.
 878 Federal Road
 P.O. Box 280
 Brookfield, CT 06804, USA
 Phone: 203-775-4416
 Toll Free: 1-800-4-CULTEC (1-800-428-5832)
 Fax: 203-775-1462
 Email: custservice@cultec.com

[All Categories](#) > [Septic Products](#) > [Chambers](#) > [Contactor® & Recharger® Chamber](#) > [Model # 180HD](#)

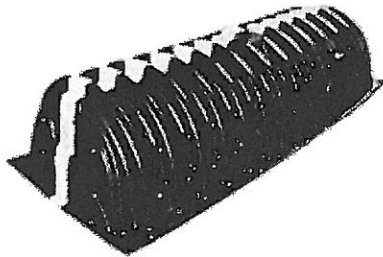
Model # 180HD, Recharger 180HD

The Recharger® Chamber series consists of higher profile, higher capacity chambers. Fewer units are required resulting in a smaller overall footprint, where approved. The Recharger 180HD is a large capacity septic chamber. It is only available in the Heavy Duty version.

Heavy Duty

Recharger 180RHD Heavy Duty Stand Alone/Starter Unit
 Recharger 180EHD Heavy Duty Middle/End Unit

Please note: Although CULTEC septic products may be shipped to any location, we are currently most cost-effective in the following states: CT, MA, ME, NH, NY and VT. Call for details.



[larger image](#)



[larger image](#)

Specifications

Length	7.33 ft 2.23 m
Installed Length	6.33 ft

DanielWoodII-POST-AS-BUILT

Type III 24-hr 2-Year Storm Rainfall=3.20"

Prepared by Faist Engineering, Inc.

HydroCAD® 7.00 s/n 001980 © 1986-2003 Applied Microcomputer Systems

9/10/2013

Pond 2P: Roof Drywell-4-Cultec 180

Inflow Area = 0.034 ac, Inflow Depth = 2.97" for 2-Year Storm event
 Inflow = 0.11 cfs @ 12.07 hrs, Volume= 0.008 af
 Outflow = 0.01 cfs @ 13.51 hrs, Volume= 0.008 af, Atten= 94%, Lag= 86.3 min
 Discarded = 0.01 cfs @ 13.51 hrs, Volume= 0.008 af
 Primary = 0.00 cfs @ 0.00 hrs, Volume= 0.000 af

Routing by Stor-Ind method, Time Span= 0.00-48.00 hrs, dt= 0.01 hrs
 Peak Elev= 238.58' @ 13.51 hrs Surf.Area= 200 sf Storage= 162 cf
 Flood Elev= 239.50' Surf.Area= 200 sf Storage= 244 cf
 Plug-Flow detention time= 211.2 min calculated for 0.008 af (100% of inflow)
 Center-of-Mass det. time= 211.2 min (966.7 - 755.5)

#	Invert	Avail.Storage	Storage Description
1	237.00'	195 cf	10.00'W x 20.00'L x 3.00'H Stone 600 cf Overall - 87 cf Embedded = 513 cf x 38.0% Voids
2	237.50'	87 cf	33.6"W x 20.0"H x 6.33'L Cultec R-180 x 4 Inside #1
		282 cf	Total Available Storage

#	Routing	Invert	Outlet Devices
1	Discarded	0.00'	0.001400 fpm Exfiltration over entire Wetted area
2	Primary	238.67'	4.0" x 20.0' long Culvert CPP, projecting, no headwall, Ke= 0.900 Outlet Invert= 237.67' S= 0.0500 '/' n= 0.013 Cc= 0.900

Discarded OutFlow Max=0.01 cfs @ 13.51 hrs HW=238.58' (Free Discharge)

↑1=Exfiltration (Exfiltration Controls 0.01 cfs)

Primary OutFlow Max=0.00 cfs @ 0.00 hrs HW=237.00' (Free Discharge)

↑2=Culvert (Controls 0.00 cfs)

DanielWoodII-POST

Type III 24-hr 2-Year Storm Rainfall=3.20"

Prepared by FAIST ENGINEERING

Page 12

HydroCAD® 7.00 s/n 001980 © 1986-2003 Applied Microcomputer Systems

12/17/2009

Pond 2P: Roof Drywell

Inflow Area = 0.031 ac, Inflow Depth = 2.97" for 2-Year Storm event
 Inflow = 0.10 cfs @ 12.07 hrs, Volume= 0.008 af
 Outflow = 0.01 cfs @ 12.97 hrs, Volume= 0.008 af, Atten= 92%, Lag= 53.8 min
 Discarded = 0.01 cfs @ 12.97 hrs, Volume= 0.008 af
 Primary = 0.00 cfs @ 0.00 hrs, Volume= 0.000 af

Routing by Stor-Ind method, Time Span= 0.00-48.00 hrs, dt= 0.01 hrs
 Peak Elev= 238.41' @ 12.97 hrs Surf.Area= 227 sf Storage= 134 cf
 Flood Elev= 239.50' Surf.Area= 209 sf Storage= 226 cf
 Plug-Flow detention time= 139.6 min calculated for 0.008 af (100% of inflow)
 Center-of-Mass det. time= 139.6 min (895.0 - 755.5)

#	Invert	Avail.Storage	Storage Description
1	237.00'	199 cf	10.20'W x 20.50'L x 2.50'H Stone 523 cf Overall x 38.0% Voids
2	237.50'	28 cf	30.0"W x 18.0"H x 6.25'L Cultec C-125 x 2
		226 cf	Total Available Storage

#	Routing	Invert	Outlet Devices
1	Discarded	0.00'	0.001400 fpm Exfiltration over entire Wetted area
2	Primary	239.00'	4.0" x 20.0' long Culvert CPP, projecting, no headwall, Ke= 0.900 Outlet Invert= 238.00' S= 0.0500 '/' n= 0.013 Cc= 0.900

Discarded OutFlow Max=0.01 cfs @ 12.97 hrs HW=238.41' (Free Discharge)
 ↳1=Exfiltration (Exfiltration Controls 0.01 cfs)

Primary OutFlow Max=0.00 cfs @ 0.00 hrs HW=237.00' (Free Discharge)
 ↳2=Culvert (Controls 0.00 cfs)



RECEIVED
OCT 21 2013

TOWN OF MEDWAY
PLANNING BOARD

October 21, 2013

Mr. Andy Rodenhiser
Chairman, Planning Board
Medway Town Hall
155 Village Street
Medway, MA 02053

**Re: Daniels Wood II
Subdivision Inspection (Punch List) and As-Built Plan Review
Medway, Massachusetts**

Dear Mr. Rodenhiser:

On October 25, 2013 the request of the Medway Planning and Economic Development Board, Tetra Tech (TT) performed a final inspection of the Daniels Woods II subdivision to establish a final Punchlist. No items were found to vary from the approved plans or require repair at this time.

Tetra Tech (TT) also performed a review of the plan set entitled "Daniels Wood II, As-Built Plan dated August 14, 2013 and prepared by O'Driscoll Land Surveying Co. (OLS). The As-Built documents were reviewed against the Town of Medway Planning Board Rules and Regulations and good engineering practice. The following list represents our comments regarding the plans.

Conformance with Planning Board Rules and Subdivision Regulations

These comments are offered to note specific areas where the design documents are not in conformance with the local regulations.

1. The Planning Board needs to approve plans drafted at one-inch (1") = twenty foot (20') scale as opposed to the one-inch (1")=twenty foot (40') scale required by the regulations. We feel that the 1"=20' scale is more appropriate for this project.(Ch. 100 §6.7.3)
2. The final As-Built Plans shall be stamped by a Professional Land Surveyor registered in the Commonwealth of Massachusetts. (Ch. 100 §6.7.3)
3. The As-Built plans shall contain a Locus Map. (Ch. 100 §6.7.4d)
4. The water line shall be shown on a profile, noting sizes and materials. (Ch. 100 §6.7.4h)
5. Centerline stationing with the starting and ending of the layout clearly noted with station equations at all road intersections is required. (Ch. 100 §6.7.4i)



TETRA TECH

6. "DIG SAFE" notification as a warning before future excavation of the streets shall be added to the plans. (Ch. 100 §6.7.4k)

General Comments:

7. Lot 2B-1 should be labeled along with the house number assigned by the Town.
8. The approximate limits of the septic system should be shown.

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

Very truly yours,

David R. Pellegri, PE
Senior Project Manager

Susan Affleck-Childs

From: Ralph Costello [rmc@uniquenewhomes.com]
Sent: Tuesday, October 22, 2013 3:15 PM
To: Susan Affleck-Childs
Cc: tk@uniquenewhomes.com
Subject: RE: Draft Applegate modification decision
Attachments: doc02053420131022144330.pdf

RECEIVED
OCT 22 2013
TOWN OF MEDWAY
PLANNING BOARD

Susy,
I just received the Certificate of Action for the Applegate Farm Amendment by email. There are lot of provisions in this certificate of action that were not discussed or contemplated before or during the public hearing process. Before this is voted, I need the time to review and obtain legal advice on how to proceed.

This is not what I contemplated when I agreed to cooperatively work with the Town Of Medway to solve the drainage problems at Virginia Road and Ellis Street.

I am therefore requesting a delay in the vote or any action so the new provisions in this document can be discussed and considered.

Ralph Costello
Cedar Trail Trust,
508-726-1398

Attached is an extension of time.

From: Susan Affleck-Childs [mailto:sachilds@townofmedway.org]
Sent: Tuesday, October 22, 2013 12:16 PM
To: Ralph Costello; Rob Truax; Robert Truax
Subject: Draft Applegate modification decision

Hi,

See attached draft decision on the Applegate modification.

The Board will discuss this tonight but I can't give you a time as the Board is in a public hearing on a proposed Cumberland Farms which has become quite controversial.

Let me know if you have any questions.

We may have a brief final meeting on this on 10/29 to finish it up to file by the 10/30 action deadline.

Thanks.

Susy

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

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OCT 22 2013

TOWN OF MEDWAY
PLANNING BOARD

Request for Extension of Deadline
for Action by the
Medway Planning & Economic Development Board

10.22.13 [Signature]
DATE

The undersigned Applicant (or official representative) requests an extension of the deadline for action by the Planning and Economic Development Board on the application of Ralph Castello for:

- ANR (Approval Not Required/81P Plan)
- Preliminary Subdivision Plan
- Definitive Subdivision Plan (or modification)
- Site Plan Approval (or modification)
- Scenic Road Work Permit

for the development project known as: Apple Gate Farm
to the following date: ~~Nov 30, 2013~~ Nov 30, 2013

Respectfully submitted,

Name of Applicant or official representative: Ralph Castello
Signature of Applicant or official representative: [Signature]

Date approved by Planning and Economic Development Board: _____

New Action Deadline Date: _____

ATTEST: _____
Susan E. Affleck-Childs
Planning and Economic Development Coordinator