

**February 12, 2013
Medway Planning and Economic Development Board
155 Village Street
Medway, MA 02053**

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

ABSENT WITH NOTICE:

ALSO PRESENT:

Susy Affleck-Childs, Planning and Economic Town Coordinator
Gino Carlucci, PGC Associates, Planning Consultant
Dave Pellegrini, Tetra Tech, Engineering Consultant

The Chairman opened the meeting at 7:00 pm.

There were no Citizen Comments.

ANR Plan – 73 and 73R Oakland Street – Lombard

The Board is in receipt of an ANR application from Scott Lombard dated February 4, 2013 and an explanatory letter dated February 7, 2013. (**See Attached**). The plan shows a land swap between Joseph Lombard and the Lombard Farms Realty Trust. Total acreage of land to be divided is 16.6 acres. A review letter from PGC Associates dated February 12, 2013 was received. (**See Attached**). It noted that the plans meet the requirements for ANR endorsement.

On a motion by Bob Tucker, seconded by Chan Rogers, the Board voted unanimously to endorse the subject ANR plan for 73-73R Oakland Street, dated January 23, 2013.

Ethics Requirements:

The Board is in receipt of paperwork from the Town Clerk relative to the requirements from the State regarding conflict of interest and ethics. There is an on-line test which needs to be completed by all members and submitted to the Town Clerk.

Tri Valley Commons Site Plan:

Chairman Rodenhiser wanted to report about a conversation he had with Bob Parella. Mr. Parella is a member of the Board of the Charles River Bank, the current owner of the property that is the subject of the Tri Valley Commons site plan. He is making a request look at the parking condition that the Zoning Boards Appeals included in their approval of the Special Permit. Mr. Parella expressed that the condition of additional parking was above and beyond what they thought was required under what they have applied for. He expressed they were essentially put in a worst case scenario.

Consultant Estimates:

The Board is in receipt of plan review estimates for the Tri Valley Commons site plan from PGC Associates dated January 29, 2013 in the amount of \$1125.00 and Tetra Tech dated February 7, 2013 in the amount of \$10,298.00. **(See Attached)**

On a motion made by Bob Tucker and seconded by Chan Rogers, the Board voted unanimously to approve the plan review estimates from PGC Associates and Tetra Tech for Tri Valley Commons.

It was noted that the Tri Valley Commons site plan application includes a traffic study and this is why the cost estimate for Tetra Tech is higher than usual.

PUBLIC HEARING - Thayer Homestead Site Plan

The Chairman opened the public hearing for Thayer Homestead at 7:15 pm and explained the ground rules. The members of the Board were introduced.

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to dispense with the reading of the public hearing. NOTE – The public hearing notice is attached.

The presentation began with Dan Hooper, the Chairman of the Thayer Homestead, Several of the other members of the committee were present including John Foresto and Mark Wilcox. Also present were Drayton Fair and Jonathan Taylor of LLB Architects and Jim DeVillis, engineer.

Entered into the record were the following items

- Development Impact Statement. This was dated January 4, 2013. **(See Attached).**

- Major Site Plan Project application dated January 14, 2013. **(See Attached).**
- Project description dated January 4, 2013. **(See Attached).**
- Plan review letter from Tetra Tech dated February 7, 2013. **(See Attached).**
- Plan review letter from PGC Associates dated February 7, 2013. **(See Attached).**

The applicant has been supplied with comments from Consultant Carlucci. The applicant has not revised the plans but will once all the comments are received.

The applicant will be meeting with the Conservation Commission on February 21, 2013.

The existing site conditions and house were shown on the plan. The property area was referenced at being a little over 3 acres. Chicken Brook was also shown. The existing house has an existing driveway and shed on the current site. To the right is a gravel parking lot.

There was a color rendering shown and an aerial view of the proposal with the addition.

The existing drive will be replaced with a new drive with handicap spaces. This will be replaced with one way in and one way out. The barn will be preserved. The parking will be replaced in a clockwise position. There are 35 parking spots in the noted area.

Chicken Brook has a 200 ft. buffer and is noted as a perennial stream. The beech tree will stay and be preserved. New trees will be planted and others will be protected.

The dimensions were supplied and the waivers requested will be discussed further.

The grading and drainage plans were provided with the noted utilities. The drainage will be collected in a dry well and everything else will go to a swale with stone. This was designed for the 100 year storm event. This will have public sewer.

Landscaping:

The goal for the landscaping is to keep it simple. The philosophy is to protect what we have and put in small foundation plantings.

Lighting Plan:

There will be lighting on the property. The driveway was designed with a 16 ft fixtures and low lights which will be shielded. A picture of the light fixture was provided. There will be zero light splash over to Oak Street. There will be zero lighting flowing on to the abutters.

Waivers:

The Board was presented with a list of waivers. There were 12 requested with reasons for such provided. **(See Attached)**

The Consultants communicated that they had no issues with the waivers requested.

The waivers will need to be placed onto the Town form.

Consultant Carlucci communicated that in regards to the parking, there are 28 spaces and it exceeds what the Commercial I district requires.

It was indicated that there will be parking designation for the caretaker.

Member Gay wanted to know why the traffic flow is shown as British. The applicant indicated that this will be fixed.

Chairman Rodenhiser wanted to know if traffic can exit from the field to the barn near the dumpster.

Dan indicated that there is a turning template. It was also explained that they will prohibit parking access into the field.

Chairman Rodenhiser noted that a concrete apron pad would be beneficial and suggested they put in provisions on this for the future.

Member Tucker communicated that the applicant might want to look at putting the dumpster back in the northwesterly direction. Member Tucker also questioned if there should be a guard rail on Oak Street.

Consultant Pellegrini responded that this is shallow enough and not an issue. The slope is three to one. He will double check this.

Member Spiller-Walsh communicated that the entry needs something visually attractive since this will be used for a venue. The existing farm was complex and had extensive perennial gardens which were continued from old plantings. More visual plantings on the shoulder would provide a visual barrier for cars not rolling over the shoulder.

The applicant is in receipt of a communication from the Design Review Committee to the Planning and Economic Development Board with its review comments.

Dan agreed that there needs to be landscaping, but does not know if there are sufficient funds budgeted for this phase.

The landscape architect responded that they looked at the fields and wanted to play this up and put more large trees in and preserve the trees that are there. This can work and we can add enhancement. This plan is better served to put in trees. The problem with perennials is that the plants can become a mess when they are not maintained. This will be a municipal building and there is not money in the budget to maintain this.

Member Spiller-Walsh responded that we need to be careful of not thinking too small. We might want to work with a landscaper who might want to help with a sign showing their work.

It was noted the barn will be addressed in the next stage. The foundation for the barn has been done and it has been made weather tight.

Dan communicated that when we think of the two properties as one, we need to think about how this connects to the other properties and how the lighting should link to the other projects in the area – Choate Park, Choate Pond, bridge, etc.

A letter from the Design Review Committee dated February 19, 2013 was received. **(See Attached).**

The DRC did not see any examples of lighting, but will continue to work with the Thayer Committee.

It would be great to coordinate the signage and lighting with the Route 109 Project.

The discussion next moved to the one-way signs in the parking area. There was a comment that one ways do not seem to work well in town. This is very tight. There was a suggestion go the other way.

Dan explained that the reason this is one way is due to the narrowness of the street and one way creates slow speed. This evolved into a one way, but could go 22 ft. He feels this is divided well with islands and curbing and encourages a flow and can be managed as a one way. There is connection with the Rt. 109 plan.

Consultant Pellegrini noted that the width is sufficient but the circulation does not seem to work.

The Chairman suggested making this two way and take the arrows off the plan.

Member Spiller-Walsh communicated that it would be beneficial to have a footpath for pedestrians to go right across the grass from the parking lot to the open area to the north of the house.

Dan responded explaining the reasons why no direct path is provided. The area is sloped and would be difficult to have a path that would be ADA compliant. The beech tree is in the direct path, and it was recommended that there be a no touch zone around that tree as it is a centerpiece on the property. There will need to be further work on how to get people from one place to another within the site.

The discussion moved to having some kind of screening for the dumpsters in back. Dan agreed that this will need to be done but he doesn't want just a row of arborvitaes.

Consultant Pellegrini asked if he envisioned an overflow in parking big events.

Dan responded that he does expect overflow in parking when an event happens. The police will require that we post No Parking signs on Oak St. They are intent on enforcing this.

There was a question whether the facility will be lit in its entirety daily. Dan responded that the whole facility will only be lit for events. The lighting will be LED.

Member Tucker wanted to know if all the utilities will be underground. It was communicated that all the utilities will be underground.

Abutter 3 Oak St:

The abutter at 3 Oak St. wanted to know if the water main will be replaced.

The water pressure was checked and this is adequate and the main will not need to be replaced.

Architectural Plans:

The architectural plans were reviewed. The foundation was shown and the addition is to the rear of the existing home and will serve as meeting space. The new entry will be added with a lobby and a handicap lift to the main level with stairs. There will be closets on either side. The parlor of the home will become small break out meeting rooms which can be used by anyone. The front entry way would be used for the caretaker's apartment that would be upstairs. There will be a living room, bathroom and kitchen for the caretaker. There will also be an attic space.

The design was created for the view through the space which opens to the lake. The back of the addition is all glass for the view. The main room is a function room for banquets and dinners. There will be a fireplace and bathrooms and storage area and a kitchen area.

The front elevation shows a two story banquet space which will be behind the building. The intent is to open up the back for the view. A rendering of what it would look like was shown. It will be insulated glass.

Chairman Rodenhiser wanted clarity on the bulkhead. It was explained that this is part of the existing building. The finished look will be how it is now.

Member Spiller-Walsh communicated that personally she feels the barn door is excessive and does not really work and is quite expensive.

There will be vertical siding and the committee can change the color rendering.

Signage:

There will be no additional signage at this time and the Committee has yet to discuss this but will be looking to bring in an overall package for signage. They will be putting together a place holder for a future sign. The signage will be a collaborative effort with comments and suggestions from various boards.

Member Tucker wanted to know if the project followed the Stretch Code and is it LEED Certified and at what level.

The Architect responded that this was not designed to qualify for LEED certification but he believed it would probably meet the LEED silver or gold standards.

Member Tucker responded that the Committee might want to look at this and should benchmark a silver level and should keep with what the commonwealth is doing.

Dan indicated that he contacted the Energy Committee about their opinion and nothing was provided back to him.

Karyl Spiller-Walsh noted that there have been discussions about keeping the stone wall for seating. This is nice feature.

Dan responded that this is not possible in the current budget but could be added later.

The applicant concluded by explaining that they will be making revisions and will write a letter which will answer the comments. He will get follow-up from the Fire Chief and the Conservation Commission about the operation and maintenance plan.

Member Tucker explained that the Board is not looking for a detailed landscape plan, but they want the applicant to identify the areas for potential plantings or stone walls to be done at a future date.

The Design Review Committee was provided with the plans electronically since the plans were too big. There needs to be further discussion about the dumpster and possible screening.

Continuation:

On a motion made by Chan Rogers and seconded by Bob Tucker, the Board voted unanimously to continue the public hearing to March 12, 2013 at 7:15 pm.

PUBLIC HEARING - Hill View Estates – Definitive Subdivision Plan, 32R Hill Street

On a motion made by Bob Tucker and seconded by Chan Rogers, the Board voted unanimously to open the public hearing for Hill View Estates.

The public hearing notice is Attached along with the application.

Paul DeSimone of Colonial Engineering indicated that he had received the review letters from Consultant Carlucci and Consultant Pellegrini. There were only a few small items. **(See Attached)**

There will be a circular drive and a gravel drive is proposed as a turnaround for two lots. There is proposed septic and wells. The barn will be coming off and it will not be rebuilt. There are some wetlands in the south end of the property, but there will be no work there. All work is outside the wetland area. The idea is to cut this piece of land into two lots with the intent for no future dividing.

It was noted there had been previous discussion about a separate open space parcel but this is not part of the submittal. The applicant went to the Conservation Commission and there will be a deed restriction.

Susy communicated that the drainage should be on a separate parcel based on the *Subdivision Rules and Regulations*.

Paul DeSimone indicated that there will be no increase to the drainage. They are not creating any more pavement.

Consultant Pellegrini indicated that this needs to be a layer of processed gravel on top.

Susy explained that with the small private way subdivisions, the homeowners association shares the responsibility and cost of the upkeep of the road and drainage.

It was recommended to have two separate drainage systems and to not combine them, and then it does not need to be on a separate parcel.

There will be follow-up regarding the drainage with a waiver.

Member Spiller-Walsh would like to see some landscape plantings inside the cul-de-sac near the drainage swales. She would like to see the road 14 ft. and not 12 ft. There is enough shoulder there.

Member Rogers communicated that this is only the perspective of one person. He is not in favor of widening the road.

The turning radius needs to be discussed. A letter will need to be obtained from Fire Chief Lynch.

The public hearing was continued to March 26, 2013 at 7:15 p.m.

OTHER BUSINESS

Reports:

Consultant Carlucci communicated that he made the revisions to the draft Village Residential zoning document, but he has not yet spoken with John Emidy.

Consultant Pellegrini is working with Tom Holder on the Water and Sewer regulations which have not been updated in many years.

SWAP Meeting:

Consultant Carlucci indicated that there will be a SWAP meeting in Milford next week from 12:00 – 3:00.

The Chairman would like to be added to the SWAP meeting distribution list. Susy will arrange for that.

PEDB Meeting Minutes:

January 22, 2013:

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted to approve the minutes from January 22, 2013.

January 29, 2013:

On a motion made by Bob Tucker and seconded by Tom Gay, the Board voted to approve the minutes from January 29, 2013. (Andy Rodenhiser abstained.)

February 5, 2013:

On a motion made by Chan Rogers and seconded by Karyl Spiller-Walsh, the Board voted to approve the minutes from February 5, 2013 with revisions.

Town Meeting Warrant:

Susy indicated that she has submitted place holders of the PEDB articles for the annual town meeting warrant. The Board will need to continue doing clean-up on the parking standards. The public hearing will be set up with a date to be determined.

There was discussion about parking and the Town of Milford was referenced as being phased and the town narrows it down by square footage. There was a suggestion to look at uses for the district and apply the parking to the uses.

Susy Affleck-Childs communicated she had been working with Claire O'Neill on the parking standards. One of the ideas is to look at changing the standards from parking space per gross square footage to net square footage. Susy will have something for the Board to review on February 26, 2013 meeting. It was recommended to share some of the ideas with the owners of the shopping centers to get feedback from them.

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

The meeting adjourned at 9:52 pm.

Respectfully Submitted,

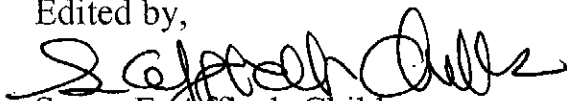


Amy Sutherland

Recording Secretary

(prepared from listening to a digital audio recording)

Edited by,



Susan E. Affleck-Childs

Planning and Economic Development Coordinator

24333

LAND SUBDIVISION – FORM A

**Application for Endorsement of Plan
Believed Not to Require Subdivision Approval (ANR)**

Planning & Economic Development Board - Town of Medway, MA

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to the Medway Planning Board Subdivision Rules and Regulations. Please complete this entire Application. Submit two (2) signed originals of this Application, one (1) copy of the ANR Plan, and one (1) Project Explanation to the Town Clerk who will date stamp the Applications. Provide one (1) original ANR Application date stamped by the Town Clerk, one (1) Project Explanation, eight (8) copies of the ANR Plan, and the appropriate ANR Filing Fee to the Medway Planning & Economic Development office.

The Applicant certifies that the information included in this Application is a true, complete and accurate representation of the facts regarding the property under consideration.

In submitting this application, the Applicant and Property Owner authorize the Planning & Economic Development Board and its agents to access the site during the plan review process.

The Town's Planning Consultant will review the Application, Project Explanation and ANR plan and provide a recommendation to the Planning & Economic Development Board.

You or your duly authorized agent is expected to attend the Board meeting at which the ANR Plan will be considered to answer any questions and/or submit such additional information as the Board may request in connection with this Application.

Your absence may result in a delay in its review.

4 FEB, 2013

TO: The Planning & Economic Development Board of the Town of Medway, MA

The undersigned, wishing to record the accompanying plan of property in the Town of Medway and believing that the plan does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits this Application and ANR Plan to the Medway Planning and Economic Development Board and requests its determination and endorsement that the Board's approval under the Subdivision Control Law is not required.

ANR PLAN INFORMATION

Plan Title: LAND COURT PLAN OF LAND IN MEDWAY, MASS.

Prepared by: SCHOFIELD BROTHERS OF NEW ENGLAND, INC.

P.E. or P.L.S registration #: 33320 Plan Date: JAN. 23, 2013

PROPERTY INFORMATION

ANR Location Address: 73 AND 73R OAKLAND STREET

The land shown on the plan is shown on Medway Assessor's Map # 42 Parcel # 25,26,28

Total Acreage of Land to be Divided: 16.6 ACRES

Subdivision Name (if applicable): N/A

Medway Zoning District Classification: AR-1

Frontage Requirement: 180' Area Requirement: 44,000^{sq}

Is the road on which this property has its frontage a designated Medway Scenic Road? YES

The owner's title to the land that is the subject matter of this application is derived under deed from: _____ to LOMBARD dated _____ and recorded in Norfolk County Registry of Deeds, Book 23617 Page 357 or Land Court Certificate of Title Number 183968 Land Court Case Number 43332, registered in the Norfolk County Land Registry District Volume _____, Page _____.

APPLICANT INFORMATION

Applicant's Name: Joseph Scott Lombard
Applicant's Signature: [Signature]
Applicant's Address: 73 Oakland Street
Medway MA 02053
Applicant's Telephone: 508.962.2916
Applicant's Email: scott@corinthianinsurance.com

PROPERTY OWNER INFORMATION (if different than applicant)

Property Owner Name: _____
Address: _____

The Owner hereby appoints Joseph Scott Lombard to act as its Agent for purposes of submitting and processing this Application for endorsement of an ANR Plan.

Date: _____
Owner's Signature _____
Owner's Signature _____

PROJECT EXPLANATION

Provide a cover letter with a detailed explanation of why the land is being divided and what land transaction/reconfiguration will result from the endorsement and recording of this ANR Plan.

APPROVAL NOT REQUIRED JUSTIFICATION

The Applicant believes that the Board's approval under the Subdivision Control Law is not required for the following reasons: (Check all that apply.)

- 1. The accompanying plan does not show a division of land.
- 2. Every lot shown on the plan has frontage as required by the Medway Zoning Bylaw. The frontage required by the Zoning Bylaw is located on OAKLAND STREET (name of way(s), which is:
 - a. A public way. Date of street acceptance: _____
 - b. A way certified by the Town Clerk as being maintained and used as a public way. (Attach Town Clerk's certification)

_____ c. A way shown on a definitive subdivision plan entitled _____
that was previously endorsed by the Planning & Economic
Development Board on _____
and recorded at the Norfolk County Registry of Deeds on _____.
Provide detailed recording information.

_____ d. A private way in existence on the ground before 1952 when the
Subdivision Control Law was adopted in the Town of Medway,
which has, in the opinion of the Planning & Economic
Development Board, adequate width, suitable grades, and
adequate construction to provide vehicular access to the lot(s) for
their intended purpose of _____
and to permit the installation of municipal services to serve the
lot(s) and any buildings thereon.

_____ 3. The division of land shown on the accompanying plan is not a "subdivision" for
the following reasons: _____

ANR PLAN FILING FEE

*\$250 plus \$100/lot or parcel for a plan involving three (3) or more lots/parcels,
not to exceed a maximum of \$750.*

*Please prepare two checks: one for \$80 and one for the balance.
Each check should be made payable to: Town of Medway*

Fee approved 11-2-06

APPLICATION CHECKLIST - All items must be submitted

- _____ 2 signed original ANR applications (FORM A)
- _____ 8 prints of ANR plan
- _____ Project Explanation
- _____ Application/Filing Fee

Date Form A, ANR Plan, and Project Explanation Received by Planning & Economic
Development Board: 2-6-2013

ANR Application/Filing Fee Paid: Amount: \$250 - Check # 160 ~~\$100~~
161 ~~\$150~~

PGC ASSOCIATES, INC.

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

MEMO TO: Medway Planning Board

FROM: Gino D. Carlucci, Jr.

DATE: February 12, 2013

RE: Lombard ANR on Oakland Street

I have reviewed the revised ANR plan submitted for endorsement by J. Scott Lombard of Medway. The plan was prepared by Schofield Brothers of New England, Inc. of Framingham. The plan proposes to reconfigure 4 parcels of which 2 each are owned by related parties.

Currently Lots 3 and 4 are unregistered and together equal 1 buildable lot under current zoning. There is a house on Lot 3. Lots 1 and 2 are both registered land. Lot 2 is less than 25,000 square feet and is not a buildable lot. Lot 1 is more than 14 acres.

The proposed plan is to convey Lot 2 to the owner of Lot 3 resulting in a new buildable lot with 44,291 square feet and 237.51 feet of frontage. In return, Lot 4 (currently owned by the owner of Lot 3) would be conveyed to the owner of Lot 1 resulting in a lot of 15.53 acres and 448.21 feet of frontage.

I have comments as follows:

1. Section 3.2.3 requires that the zoning district and the applicable minimum lot area; front, side and rear yard depths be shown on the plan. This was not done. **This has now been done.**
2. Section 3.2.11 requires that there be a statement indicating whether the property is classified as Chapter 61A or 61B land. This was not done. **This has now been done.**

The plan clearly meets the substantive requirements for ANR endorsement. With the revisions noted, I recommend that the plan be endorsed.

Joseph Scott Lombard
73 Oakland Street
Medway MA 02053
508-962-2916

February 7, 2013

Susan E. Affleck-Childs
TOWN OF MEDWAY
155 Village Street
Medway, MA 02053

Dear Susan:

As requested I am sending this letter to explain what the changes we are making.

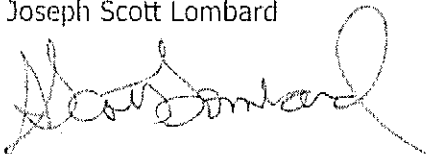
Currently I own lots #3 and #4. My sisters (trustees of Lombard Farms Reality Trust) own lots #1 and #2. The change would convey lot #4 to my sisters and they would convey lot #2 to me. Once completed Lombard Farms Reality Trust would own lots #1 and #4. I would own lots #3 and #2.

The reasons for the changes is to square off the house lot so it is in corner of farm verses the middle of the farm. Additionally I am looking at adding and addition to the house as some point in the near future.

Any further questions or concerns please contact me directly. Thank you for your help in getting these changes approved.

Sincerely,

Joseph Scott Lombard

A handwritten signature in black ink, appearing to read "Joseph Scott Lombard", written in a cursive style.

PGC ASSOCIATES, INC.

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

January 29, 2013

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

RE: TRI-VALLEY COMMONS SITE PLAN

Dear Mr. Rodenhiser:

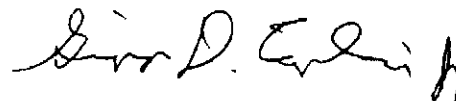
PGC Associates is pleased to present the following cost estimate to review and comment on the proposed site plan submitted by Roger Calarese (Calarese Properties, Inc.) of Franklin. The owners are Mecoba Properties, Inc. of Medway and Nagog Knoll Realty Trust of Acton.

The proposal is to construct a retail shopping center with 3 buildings totaling 34,790 square feet, plus associated parking, drainage, landscaping, etc. The plan was prepared by a team including Landry Architects of Salem, NH (architecture), and Guerriere and Halnon, Inc. (civil engineering) of Franklin. The plan is dated is dated January 11, 2013.

<u>Task</u>	<u>Hours</u>
Technical review and comment on initial submittal	4.0
Attendance at Planning Board meetings/hearings	3.0
Review and comment on revised plans	2.0
Review and comment on draft Certificate of Action	3.5
Total	12.5
Cost Estimate (@\$90)	\$1125.00

If there are any questions about this estimate, please call me.

Sincerely,



Gino D. Carlucci, Jr.



TETRA TECH

February 7, 2013

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

**Re: Site Plan Review
Planning and Economic Development Board
Tri Valley Commons
Medway, Massachusetts**

Dear Ms. Affleck-Childs:

We are pleased to submit this Proposal to the Town of Medway (the Client) for professional engineering services associated with the proposed Tri Valley Commons Site Plan submittal in Medway, Massachusetts (the Project). The objective of our services is to review the proposed Site Plan submittal package, including but not limited to the Plans, Major Site Plan Application, Request for Waivers (Form Q), Stormwater Report, and the Traffic Report, and provide review comments as they relate to the Medway Planning Board's Rules and Regulations for the Submission and Review of Site Plans (Chapter 200), Medway Department of Public Services Sewer and Water Regulations, Department of Environmental Protection Stormwater Management Regulations, and sound engineering practice. We have excluded from our scope, the review of the application package as they relate to the Town of Medway Zoning By-Laws which will be conducted by a separate consultant.

Scope of Services

The following specifically describes the Scope of Services to be completed:

Task 1 Site Visit

- A. Perform one (1) site visit to review the site and its surroundings;
- Budget Assumption: 2 hours@155=\$310

Task 2 Plan Review

- A. Review the proposed Application for Approval for Review and Approval of a Major Site Plan Project, the Request for Waivers, and other supporting documentation not identified below, prepared by Guerriere & Halnon, Inc. (G&H) and incorporate comments into review letter in item D below;
- Budget Assumption: 1 hours @\$155=\$155.



TETRA TECH

B. Review the proposed "Tri Valley Commons" Site Plans prepared by G&H dated January 11, 2013;

- Budget Assumption: 8 hours @155=\$1,240
4 hours @ \$115/hr= \$460
4 hours @ \$90/hr= \$360
Total= \$2,060

C. Review the Stormwater Report prepared by G&H and dated January 14, 2013 for compliance with the latest Department of Environmental Protection Stormwater Management Standards and good engineering practice;

- Budget Assumption: 6 hours @ \$115/hr=\$690.

D. Review the Traffic Impact & Access Study prepared by Green International Affiliates, Inc. dated December 2012 for compliance with good engineering practice. The review will include the following;

- Site Visit to observe traffic patterns and roadway characteristics
- Review of traffic information including existing count data, study limits, time periods, traffic volume assumptions, operational analysis and modeling assumptions, traffic safety analysis, impacts/mitigation.
- Review of on-site circulation and pedestrian safety
- Meetings and coordination with applicant's traffic consultant
- This review will not include the coordination with the Route 109 design, and will focus on the merits of the analysis and it's transition to the existing conditions at the time of this proposal.

- Budget Assumption: 12 hours @155=\$1,860
10 hours @ \$115/hr= \$1,150
4 hours @ \$90/hr= \$360
Total= \$3,370

E. Prepare a letter summarizing findings for presentation to the Town of Medway Planning and Economic Development Board;

- Budget Assumption: 3 hour @ \$155/hr=\$465
1 hours @ \$90/hr= \$90
Total= \$555

F. Coordinate with applicant to address items in review letter and issue an updated letter upon receipt of modifications:

- Budget Assumption: 6 hour @ \$155/hr=\$930
4 hour @ \$115/hr= \$460
2 hour @ \$90/hr=\$180



TETRA TECH

Total-\$1,570

Task 3 Meeting Attendance

A. Participate in six (6) hearings/meetings with the Town of Medway Planning and Economic Development Board. This cost includes time for hearings and individual meetings attended by either the civil or traffic engineer.

- Budget Assumption: 4 Meetings
2 hrs/meeting @\$155/hr= \$1,240

Cost

Our cost for the above Scope of Services will be on a time and expenses basis in accordance with Tetra Tech Rizzo's and Medway's existing contract rates. Direct expenses will be billed at a fixed fee of three and a half (3.5) percent of labor costs. We suggest that you establish a budget identified below for these services, which will not be exceeded without your approval. Please be advised that this estimate is based on our current understanding of the Project needs and is for budget purposes only. The total cost of our services will depend greatly on the completeness and adequacy of the information provided.

The breakdown of this fee by task is as follows:

Task	Task Description	Fee
Task 1	Site Visit	\$310
Task 2	Design Review	\$8,400
Task 3	Meeting Attendance	\$1,240
	Labor Subtotal	\$9,950
	Expenses (3.5%)	\$348
	Total Fee	\$10,298

Schedule

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



TETRA TECH

General Terms and Conditions

This Proposal is subject to the existing Terms and Conditions signed by Tetra Tech Rizzo and the Town of Medway. Should this proposal meet with your approval, please sign and return a copy to us for our files. Your signature provides full authorization for us to proceed. We look forward to working with you on this Project. Please contact us with any questions, or if you require additional information.

Very truly yours,

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

Date Approved by Medway Planning and Economic Development Board _____

Certified by: _____ Date _____
Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator



RECEIVED
JAN 23 2013
TOWN CLERK

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

Andy Rodenhiser, Chairman
Robert K. Tucker, Vice-Chairman
Thomas A. Gay, Clerk
Cranston (Chan) Rogers, P.E.
Karyl Spiller Walsh

January 23, 2013

MEDWAY PLANNING & ECONOMIC DEVELOPMENT BOARD
NOTICE OF PUBLIC HEARING
Thayer Homestead Site Plan – 2B Oak Street

In accordance with the Medway Zoning By-Law, Section V. Use Regulations, Subsection C. Site Plan Review and Approval and the provisions of Chapter 40A, Massachusetts General Laws, notice is given that ***the Medway Planning and Economic Development Board will conduct a Public Hearing on Tuesday, February 12, 2013 at 7:15 p.m. at Medway Town Hall, 155 Village Street to consider the application of the Town of Medway for approval of a major site plan for the redevelopment of 2B Oak Street.*** The application, site plan and drainage report were filed with the Town of Medway on January 14, 2013. The plan entitled *Thayer Homestead* is dated December 19, 2012 and was prepared by Devellis Zrein of Foxborough, MA and LLB Architects of Pawtucket, RI.

As property owner and applicant, the Town of Medway proposes to re-purpose and revitalize 2B Oak Street, an historically significant property, for use primarily as a community center. The project includes rehabilitating the existing structure for use for small meetings and a caretaker's residence, constructing a 3,600 sq. ft. sympathetic addition including restrooms and a kitchen for community use for public and private events, and creating more appropriate and safer site amenities including 22 paved parking spaces, landscaping, sidewalks, lighting, drainage and other pedestrian amenities.

The 3.29 acre site is located in the Agricultural Residential II zoning district. The property ID is Medway Assessors #47-033. It is abutted by property owned by Sanderson/Toivonen on the west, by Oak Street on the South, and by property owned the Town of Medway Conservation Commission on the east, north and west.

The application, proposed site plan, and drainage calculations/report are on file with the Medway Town Clerk and the Planning and Economic Development office at the Medway Town Hall, 155 Village Street, Medway, MA and may be inspected Monday through Thursday from 8:00 a.m. to 4:30 p.m. and Fridays from 8:00 a.m. to 1:00 p.m. The plans are also posted at the Planning and Economic Development web page at: <http://www.townofmedway.org>. Interested persons or parties are invited to review the plans, attend the public hearing, and express their views at the designated time and place. Written comments are encouraged and may be forwarded to planningboard@townofmedway.org. Questions should be directed to 508-533-3291.

Andy Rodenhiser, Chairman

Telephone: 508-533-3291 Fax: 508-321-4987
planningboard@townofmedway.org

17. Development Impact Statement

Site Plan Application - Thayer Homestead Project

RECEIVED
JAN 04 2013

Submitted by:

Board of Selectmen/Thayer Development Committee - Town of Medway

TOWN OF MEDWAY
PLANNING DEPARTMENT

January 3, 2013

The Thayer Homestead Project is intended to re-purpose and revitalize an historically significant municipal property in Medway primarily as a "community center", hosting both private/leased functions and public gatherings and events. By constructing a sympathetic addition, rehabilitating the existing historic home and creating more appropriate and safer site amenities including additional paved parking and compliant restroom facilities, the property will expand and enhance public usage at this "municipal hub" of lands to now include indoor and indoor/outdoor events.

Traffic Impact

The Town of Medway has owned the Thayer Homestead property since 2004, utilizing this property in conjunction with Choate Park and the Conservation Lands to host large-scale public events such as the annual "Christmas Parade & Fireworks", "Touch a Truck", and "The Pumpkin Walk". For such existing events - with attendance of 500 or more in some cases - parking and traffic movement have required the commissioning of traffic officer(s) to improve road safety and traffic flow and to guide visitors to appropriate parking designations at Town of Medway lands and parking facilities. These events, while challenging, have been adequately handled. With long-term plans for a new Oak Street opening to Main Street, continued strategies for safer and more improved vehicular management will be developed, incorporated into policy and built into the traffic signage, roadway usage and parking facilities on these public lands.

The seating capacity for the Thayer Homestead's sympathetic addition "community center" is projected to be between 95 (banquet style) and 120 (theatre-style). Event day usage is envisioned (in first 1-2 years) to be between 50-75 days. Traffic entering from Main Street is from Mechanic Street only, in and out. No changes are expected in the short term; the same issues for left turns onto Main Street during rush hours remain. The most popular event times - Saturday afternoon - see a generally more favorable traffic flow along Main Street than at any mid-week, rush-hour traffic times.

For indoor events at or below seating capacity, the Town does not anticipate the need for commissioning of traffic officers. Parking for such events will be accommodated via a to-be-built paved lot at Thayer connecting to the existing Choate Park parking facility west of Chicken Brook. These combined facilities (34 spaces) plus those existing east of Chicken Brook (34 spaces) - in addition to ADA compliant spaces - should provide adequate parking for such indoor events.

For larger events either at Thayer Homestead, at Choate Park or any combination thereof, limited overflow parking needs can be provided in the Thayer Homestead lawn (15-20 spaces). An estimated 125+ spaces are also available in parking areas and in the grassy fields at Cassidy Field to the north and east of Choate Park. A modest walk through the Park and/or an arranged shuttle would be required in such cases. Parking along Oak Street has not been nor is foreseen to be an allowable option for event parking due to its narrow width.

Environmental Impact

The Thayer Homestead project's curbed and paved parking facility and improvements to the connecting Choate Park lot are expected to better contain roadway run-off from storm events than is today. The parking lot will more or less occupy previously disturbed lands now forming the gravel lot for Thayer Homestead. Shared use of these improved parking facilities means creating less impervious surfaces than would otherwise be and better overall containment of potential contaminants along Chicken Brook.

Additionally, by repurposing the Thayer Homestead into an active municipal hub with some of the more attractive vistas in Medway surrounding it, the Town believes that a growing appreciation will develop in the community for Choate Park, the abutting Conservation Lands and their associated land features and wildlife.

Community Impact

By its nature as a municipally sponsored, Community Preservation Act-funded endeavor, the Thayer Homestead Project is expected to positively impact the community as a whole by providing a community gathering place unlike any now in Town, near to an historic district in an historically important and preserved homestead. The developmental use of this property follows Medway Master Plan guidance to provide a cultural and historical hub and "Town Green" in the geographical center of Town, combining municipal lands, trails, and historical sites with Main Street. The Route 109 Redesign project will additionally, long-term, connect Main Street better and more safely with the Thayer Homestead project and adjacent municipal lands, furthering the Town's stated goal to improve traffic safety along its roadways and especially its main vehicular corridors. A community gathering space that fittingly incorporates surrounding history and nature is expected to be a vital and popular addition to the cultural offerings in Medway for generations to come.

Parking Impact

See "Traffic Impact" statement above.

RECEIVED

JAN 22 2012

TOWN CLERK

Application for Review and Approval of a
MAJOR SITE PLAN PROJECT

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

JAN 1 2013

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

Date: 01/07/2013

The undersigned, being the applicant and the owner of all land included within the proposed site shown on the accompanying plan(s) entitled Renovation of Thayer Homestead

dated 12/19/2012, prepared by LLB Architects and DeVells Zrein

for the Medway Board of Selectmen _____, herewith submits

this application and plan to the Medway Planning & Economic Development Board for Review and Approval of a *Major Site Plan Project*.

PROPERTY/SITE INFORMATION

1. Property Location Address 2B Oak Street

2. Assessor's Information Map: 47 Parcel: 33

3. Zoning District: AR-II

4. The owner's title to the land is derived under a deed from: _____
Eminent Domain dated 10/6/2004

and recorded in Norfolk County Registry of Deeds, Book 21625, Page 88

or Land Court Certificate of Title # _____ registered in Norfolk County District
Book _____ Page _____

5. Frontage: 300

Yard Depth: Front 109 Side 52 Side 129 Rear 249

6. Is any portion of the site within a flood plain area? YES NO
 If YES, is it clearly shown on the plan? YES NO
7. Is any portion of the site within a wetland resource area? YES NO
 If YES, is it clearly shown on the plan? YES NO
8. Is any portion of the site within a groundwater protection area: YES NO
 If YES, is it clearly shown on the plan?
9. Does any portion of the site have frontage on a Scenic Road? YES NO

CONTACT INFORMATION

10a) **Property Owner:** Town of Medway
 Address: 155 Village Street, Medway, MA 02053

Primary Contact: Board of Selectmen/Town Administrator
 Telephone: 508-553-3264 FAX: 508-321-4988
 E-Mail address: ta@townofmedway.org

10b) **Applicant** (if other than property owner): _____
 Address: _____

Primary Contact: _____
 Telephone: _____ FAX: _____
 E-Mail address: _____

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

10c) **NOTE** – If someone other than the property owner or the equitable owner is the applicant or will be representing the applicant, then the property owner or equitable owner must designate an Official Representative below:

Official Representative: LLB Architects
 Address: 161 Exchange Street, Pawtucket, RI 02860

Primary Contact: Drayton Fair, AIA
 Telephone: 401-421-7715 Fax: _____
 E-Mail address: dfair@llbarch.com

11. **Engineer:** Devellis Zrein
 Address: P.O. Box 307, Foxborough, MA 02035

Primary Contact: Jim Devellis
 Telephone: 508-393-8583 FAX: _____
 E-Mail address: info@develliszrein.com

12. **Surveyor:** Tetra Tech
Address: One Grant Street

Primary Contact: David Pellegri
Telephone: 508-903-2000 **FAX:** _____
13. **Architect:** LLB Architects
Address: 161 Exchange Street, Pawtucket, RI 02860

Primary Contact: Drayton Fair, AIA
Telephone: 401-421-7715 **FAX:** _____
14. **Contractor:** Not yet selected
Address: _____

Primary Contact: _____
Telephone: _____ **FAX:** _____

PROJECT INFORMATION – Type of Project

15. A major site plan project is defined as any multi-family, commercial, industrial, institutional, or municipal project, which involves:

PLEASE CHECK (X) ALL THAT APPLY

- New construction; or
- Alteration, reconstruction or renovation work that will result in a change in the outside appearance of an existing building or premises, visible from a public or private street or way; or
- A change in use of a building or buildings or premises;

and which includes one or more of the following:

PLEASE CHECK (X) ALL THAT APPLY

- New Construction* – Construction of 2,500 or more sq. ft. of *gross floor area*
 Building Dimensions: 47' x 22' & 59' x 41' Gross Square Footage 3,600
- New Construction* – Construction of a new building or addition requiring fifteen (15) or more parking spaces
 Building Dimensions: _____ Gross Square Footage _____
- Change in Use* – A change in use of an existing building requiring fifteen (15) or more parking spaces
 Building Dimensions: _____ Gross Square Footage _____

- *Gross floor area* includes the existing building and proposed addition if any, and/or proposed new building.

___ *Change in Parking Area* – Construction, expansion redesign or alteration of an existing parking area involving the addition of fifteen (15) or more new parking spaces.

Building Dimensions: _____ Gross Square Footage _____

___ *Other* – Any use or structure, or expansion thereof, exempt under MGL, c. 40A, s. 3, but only if one or more of the above criteria is met.

OTHER PROJECT INFORMATION

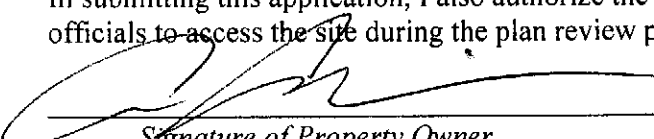
16. **Project Description** as specified in s. 204-3 of the *Site Plan Rules & Regulations*
Please attach a separate sheet fully describing the proposed work. Provide as much detail as possible.
17. **Development Impact Statement** as described in s. 204-3 of the *Site Plan Rules & Regulations*
18. Description of easements, option to purchase, purchase and sale agreement, court decision, or other legal restrictions (*Please attach separate sheets as needed.*)

SIGNATURES

I hereby certify, under the pains and penalties of perjury, that the information contained in this application is true and complete to the best of my knowledge and belief.

If Applicable, I hereby authorize Drayton Fair, AIA to serve as my **OFFICIAL REPRESENTATIVE** to represent my interests before the Town of Medway with respect to this application for site plan review and approval.

In submitting this application, I also authorize the Planning Board, its agents, and other Town officials to access the site during the plan review process.



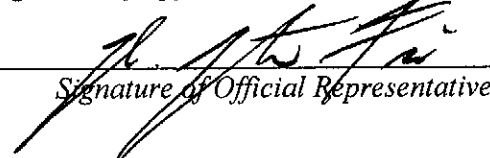
Signature of Property Owner

1/7/13

Date

Signature of Applicant (if other than Property Owner)

Date



Signature of Official Representative

1/10/13

Date

SUBMITTAL INSTRUCTIONS – Required Submittals

Town Clerk

- attached herein One (1) copy of the signed Major Site Plan Project Application form
- attached herein One (1) copy of the Project Description as specified in *s. 204-3* of the *Site Plan Rules & Regulations*
- submitted 1/4/12 to PB One (1) set of Site Plan Documents prepared in conformance with *s. 204-4* and *s. 204-5* the *Site Plan Rules and Regulations*
- submitted 1/4/12 to PB One (1) copy of stormwater/drainage calculations prepared in conformance with *s. 204-3 3)* of the *Site Plan Rules and Regulations*.

Planning & Economic Development Board

- attached herein One (1) Major Site Plan Project Application form with original signatures
- attached herein Sixteen (16) copies of the Project Description as specified in *s. 204-3* of the *Site Plan Rules & Regulations*
- attached herein Sixteen (16) copies of the *Development Impact Statement* as described in *s. 204-3* of the *Site Plan Rules & Regulations*
- submitted 1/4/12 Sixteen (16) sets of the Site Plan prepared in conformance with *s. 204-4* and *s. 204-5* of the *Site Plan Rules and Regulations*. Also, electronic version in pdf.
- submitted 1/4/12 Three (3) copies of stormwater/drainage calculations prepared in conformance with *s. 204-3 3)* of the *Site Plan Rules and Regulations*.
- PB to provide List of all abutters and parties of interest as defined in *s. 202-5* of the *Site Plan Rules & Regulations* (certified by Medway Board of Assessors)
- attached herein One (1) copy of all relevant approvals received to date from other Town boards/ departments/commissions
- attached herein List of requested waivers from the *Site Plan Rules & Regulations* with explanation and justification
- not required; waived Major Site Plan Project Filing Fee – Made payable to the Town of Medway

For projects up to 4,999 sq. ft./gross floor area	\$ 750 + \$.25/sq. ft.
For projects of 5,000 - 9,999 sq. ft./gross floor area	\$1,000 + \$.25/sq. ft.
For projects of 10,000 -14,999 sq. ft./gross floor area	\$1,500 + \$.25/sq. ft.
For projects of 15,000 and more sq. ft./gross floor area	\$2,000 + \$.25/sq. ft.

- attached herein Major Site Plan Project Plan Review Fee – Made Payable to the Town of Medway

For projects up to 4,999 sq. ft./gross floor area	\$ 1,000 deposit
For projects of 5,000 - 9,999 sq. ft./gross floor area	\$ 1,500 deposit
For projects of 10,000 -14,999 sq. ft./gross floor area	\$ 2,000 deposit.
For projects of 15,000 and more sq. ft./gross floor area	\$ 2,500 deposit

NOTE – Gross Floor Area includes the existing building and proposed addition if any, and/or proposed new building.

NOTE – Two (2) separate checks are to be submitted.

16. Project Description

Site Plan Application - Thayer Homestead Project

Submitted by:

Board of Selectmen/Thayer Development Committee - Town of Medway

January 3, 2013

The Thayer Homestead Project will re-purpose and revitalize an historically significant property in Medway primarily as a "community center", hosting both private/leased functions and public gatherings and events. In doing so, the Thayer Homestead becomes one of the centerpieces of Medway's municipal recreational lands, bringing indoor amenities to the Choate Park and the adjacent Conservation Land and trail area and providing a Village Green area for broad community use.

By constructing a 3,600 sf sympathetic addition "community room", rehabilitating the existing historic home and creating more appropriate and safer site amenities including additional paved parking, the property will expand and enhance public usage at this "municipal hub" of lands to now include indoor and indoor/outdoor events.

The community room also provides a leasing space to offset the ongoing facility operation and maintenance expenses. Private events of all types will be held including wedding receptions, religious functions, birthday and retirement parties. Events already held on the combined Choate and Thayer properties are expected to continue and in fact be enhanced with indoor options and restroom facilities. Small meetings by Town boards and committees are expected to be accommodated in the Thayer Homestead first floor meeting spaces. The Thayer Homestead will house a caretaker residence in the upper floor, providing a day-to-day presence and minor upkeep responsibilities as part of a caretaker's agreement.

Project construction and soft costs are currently budgeted at \$2.5 million. The construction effort is expected to begin after bids are received in February, a general contractor has been chosen and any Site Plan guidance has been incorporated. A general contractor will be given 12 months to complete the project after contract has been signed; completion expected end of 2013, early 2014.

17. Development Impact Statement

Site Plan Application - Thayer Homestead Project

Submitted by:

Board of Selectmen/Thayer Development Committee - Town of Medway

January 3, 2013

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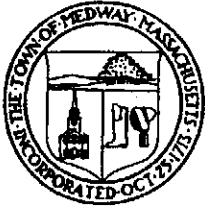
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Parking Impact

See "Traffic Impact" statement above.



MEDWAY TOWN CLERK

155 VILLAGE STREET
MEDWAY, MASSACHUSETTS 02053
(508) 533-3204 • FAX: (508) 533-3287
mwhite@townofmedway.org

MARYJANE WHITE, CMMC

CERTIFIED MASSACHUSETTS MUNICIPAL CLERK

JUSTICE OF THE PEACE

NOTARY PUBLIC

CERTIFICATION

I, Maryjane White, Town Clerk of the Town of Medway hereby certify the following action taken at the Special Town Meeting Nov. 13, 2012.

ARTICE 21 (Borrowing: Thayer Property Renovation)

To see whether the Town will vote to raise and appropriate, or borrow a sum of money for the rehabilitation of the original structure located at the Town-owned Thayer Property at 2B Oak Street together with construction of a sympathetic addition, including furnishings and payment of any expenses in connection thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow, or to act in any manner relating thereto.

BOARD OF SELECTMEN

Article 21: VOTED: To borrow \$2,500,000.00 for the rehabilitation of the original structure located at the Town-owned Thayer Property at 2B Oak Street together with construction of a sympathetic addition, including furnishings and payment of any expenses in connection thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow, said sum pursuant to the provisions of General Laws Chapter 44B, section 11, chapter 44, section 7(3), (3A) or any other enabling statute, and that the Board of Selectmen is authorized to take any action necessary to carry out this project.

VV

(2/3 Majority)

DATE.....

A true copy

ATTEST.....

RECEIVED
JAN 04 2013

TOWN OF MEDWAY
PLANNING BOARD

16. Project Description

Site Plan Application - Thayer Homestead Project

Submitted by:

Board of Selectmen/Thayer Development Committee - Town of Medway

January 3, 2013

The Thayer Homestead Project will re-purpose and revitalize an historically significant property in Medway primarily as a "community center", hosting both private/leased functions and public gatherings and events. In doing so, the Thayer Homestead becomes one of the centerpieces of Medway's municipal recreational lands, bringing indoor amenities to the Choate Park and the adjacent Conservation Land and trail area and providing a Village Green area for broad community use.

By constructing a 3,600 sf sympathetic addition "community room", rehabilitating the existing historic home and creating more appropriate and safer site amenities including additional paved parking, the property will expand and enhance public usage at this "municipal hub" of lands to now include indoor and indoor/outdoor events.

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Project construction and soft costs are currently budgeted at \$2.5 million. The construction effort is expected to begin after bids are received in February, a general contractor has been chosen and any Site Plan guidance has been incorporated. A general contractor will be given 12 months to complete the project after contract has been signed; completion expected end of 2013, early 2014.



TETRA TECH

R E C E I V E D
FEB 07 2013

February 7, 2013

**TOWN OF MEDWAY
PLANNING BOARD**

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

**Re: The Thayer Homestead
2b Oak Street
Site Plan Review
Medway, Massachusetts**

Dear Mr. Rodenhiser:

Tetra Tech (TT) has performed a review of the proposed Site Plan for the above-mentioned project. The project includes the construction of a new addition to the existing building on-site. The project also proposes to construct an additional 21 parking spaces, a relocated existing driveway entrance to the south, and an additional driveway along the west side of the site. New utility services will be constructed to accommodate the improvements. The stormwater design will consist of catch-basins and manholes that outlet to shallow infiltration and detention basins prior to flowing off-site.

TT is in receipt of the following materials:

- A plan (Plans) set entitled "Submission for Site Plan Approval/Notice of Intent for: The Thayer Homestead, 2b Oak Street-Medway Massachusetts", dated December 21, 2012, prepared by Lerner Ladds + Bartels, Inc. (LL+BI), DeVellis Zrein Inc. (DZI) and Tetra-Tech (TT).
- A stormwater management report entitled "Drainage Report and Stormwater Management Plan", dated January 3, 2013, prepared by DeVellis Zrein Inc.
- Additional miscellaneous supporting application material prepared by Lerner Ladds + Bartell, and DeVellis Zrein Inc.

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

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



TETRA TECH

The following items were found to be not in conformance with the Rules and Regulations for the Submission and Review of Site Plans (Chapter 200), or requiring additional information:

1. The site plan shall be prepared, stamped, signed and dated by qualified professionals. (Ch. 200 §204-4(A))
2. The Applicant shall verify if the Planning and Economic Development Board (PEDB) approved the site plan scale of one (1) inch equals forty (40) feet in advance. (Ch. 200 §204-4(B))
3. The Applicant shall verify if the PEDB approved the site plan size of twenty-four (24) by thirty-six (36) inches. (Ch. 200 §204-4(C))
4. All site plan sheets shall contain a referenced north arrow and Board of Selectmen's endorsement signature block. (Ch. 200 §204-4(F))
5. A locus plan showing the site and its boundaries in relation to all surrounding streets within two thousand (2,000) feet of the perimeter of the site shall be provided. The plan shall be at a maximum scale of one (1) inch equals on thousand (1,000) feet. (Ch. 200 §204-5(B.1))
6. Abutter's names and addresses with assessor's reference shall be provided. (Ch. 200 §204-5(B-2))
7. An Existing Landscape Inventory shall be prepared by a Professional Landscape Architect licensed in the Commonwealth of Massachusetts. (Ch. 200 §204-5(C-3))
8. Location and dimensions of building setbacks from front, side and rear lot lines shall be provided. (Ch. 200 §204-5(D-1))
9. Location and dimensions of proposed curb radii. (Ch. 200 §204-5(D-2))
10. The Applicant shall provide an Architectural Plan. (Ch. 200 §204-5(D-8))
11. The Applicant shall provide a Color Rendering. (Ch. 200 §204-5(D-9))
12. The Applicant shall provide a Building Layout/Floor Plan. (Ch. 200 §204-5(D-10))
13. The Applicant shall provide a Lighting Plan. (Ch. 200 §204-5(D-13))



TETRA TECH

14. Horizontal sight distances on the public way(s) at all entrances in both directions shall be provided (Ch. 200 §204-5(D-14)).
15. 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 lines. (Ch. 200 §205-3(C-1))
16. Car parking spaces/stalls shall be ten (10) feet by twenty (20) feet. (Ch. 200 §205-6(G-2))
17. Travel lanes in the parking area shall be a minimum of twenty-four (24) feet wide. (Ch. 200 §205-6(I))
18. The site must be designed to accommodate adequate snow storage for snow that is plowed from the paved parking and pedestrian areas. (Ch. 200 §205-7)
19. The total diameter of all trees over ten (10) inches in diameter that are removed from the site shall be replaced with trees that equal the total breast height diameter of the removed trees. (Ch. 200 §205-9(F))

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

20. The Existing and Proposed Drainage Figures lack pertinent drainage information such as soil type lines and time of concentration lines.
21. Why is a Time of concentration of 6 minutes used in the existing and proposed models? Typically, a minimum Tc of 5 minutes is used, if applicable.
22. A time of concentration of 6 minutes is directly input into the model for existing conditions. The longest flow path should be used in the existing model and it appears from the topography of the site that it should be longer than 6 minutes which would result in a smaller peak flow for existing conditions.
23. It appears that a substantial amount of runoff from the access drive will drain to Oak Street and not be captured by the infiltration swale. The cross slope of the access drive does not appear to be adequate enough to direct all the flow to the swale.
24. 2 inches per hour and 8.16 inches per hour are used as infiltration rates in the HydroCAD model but no documentation is provided to support these rates. These



rates significantly exceed the infiltration rates documented in the MADEP stormwater management guidelines for this soil type.

25. Because the detention ponds are hydraulically connected with piped culverts, during all storm events they will function with tailwater conditions and are not free flowing. The ponds should be routed using the Dynamic Storage Indication method.
26. During all storm events in the HydroCAD model, the infiltration trench, Pond 1P, is shown to flood and has Oscillation errors. The 100 year event results in a condition where the outflow exceeds the inflow. This typically occurs when your storage range is exceeded. Additional volume should be added to the model above the weir elevation to allow the program to accurately model the outlet condition.
27. In the 10 and 100 year rainfall event, the leaching basin storage volume is exceeded resulting in oscillation errors and a condition where the outflow exceeds the inflow. Additional storage volume should be provided above grade and an additional outlet such as a weir should be defined to accurately show where the runoff will flow when the drywell is overflowing. This should eliminate the calculation errors.
28. During the 100 year event, the storage range of Pond 2 (Basin 1) is exceeded by 85.37 feet. In addition the outflow exceeds the inflow.
29. The applicant takes credit for street sweeping in this O&M Plan. However, per MADEP, a very specific and intensive sweeping plan is required to take a 5% TSS removal credit, which is not part of this project's O&M Plan. No TSS removal credit should be taken.
30. The applicant takes a 25% TSS removal credit for a sediment forebay in conjunction with an 80% TSS removal credit for the infiltration basin. Per MADEP (Volume 2, Chapter 2, page 143), the sediment forebay is required as a pretreatment device to the infiltration basin and no separate treatment credit is given for the forebay.
31. There are no defined sediment forebays in the drainage model. In order to take credit for an infiltration basin, the runoff discharging to the basin from catch basins must be collected and treated in a forebay prior to discharging to the infiltration basin to recharge. The reason for this is to collect the sediment prior to the runoff being conveyed to the recharge section of the basin. Without the basin



TETRA TECH

being configured this way, the infiltrative capacity of the basin will be significantly diminished and fail in a relatively short period of time compared to a properly configured infiltration basin.

32. The water quality volume calculations should be provided to verify the infiltration basin is adequately sized.
33. The recharge calculations should be provided to verify the proposed stormwater design meets the recharge requirements.
34. The Town of Medway requires runoff volume mitigation in addition to peak flow mitigation for subdivisions. Please clarify with the PEDB that this requirement is not intended for Site Plans.
35. The MADEP stormwater checklist, signed and stamped, should be provided as required by the Stormwater Standards.
36. Drawdown calculations should be provided to verify the infiltration basin empties within 72 hours.
37. Sediment forebay sizing calculation should be provided to verify the forebays are adequately sized.
38. Location, size, length, invert elevation and slope of proposed drains and culverts should be provided.
39. Details of the stormwater management mitigation should be included in the plans.
40. Long term O&M provisions for the entire stormwater management should be provided
41. The applicant shall verify that the capacity of all stormwater pipes and inlets be based on a Rational Method analysis for a twenty-five (25) year storm intensity, and that all pipes shall provide for the design flow of water to be at speeds between two and twelve feet per second.
42. The subdivision regulations provide limits that the detention and retention basins and related structures shall not be closer than thirty feet from its lot/parcel line and right of way. The applicant shall verify that these requirements do not apply to Site Plans. The proposed infiltration basins and swale are located immediately adjacent to the lot/parcel line.



TETRA TECH

43. The subdivision regulations require substantial landscape plantings be provided around detention and retention basins and shall be included in the overall design of the drainage system. The applicant shall verify that these requirements do not apply to the Site Plans. There do not appear to be landscape plantings included in the proposed design.

The following items were found to be not in conformance with the Town of Medway Water/Sewer Rules and Regulations:

44. Please verify that existing water pressures in the area are sufficient for the proposed use. Coordinate fire flow testing with the water department as necessary.
45. Since there is not sufficient information provided for the water line connection, a condition should be added stating that the specific work shall be directed and/or conducted by the Department of Public Services. This includes water connections and roadway cutting and patching for the installation of all utilities.
46. Identify materials of waterline services.
47. A note should be added about reconstructing the invert at the existing manhole connection point.

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

48. Please identify what is happening to the existing stone wall to be demolished for the parking lot construction.
49. Will the existing wheel stops be utilized in the proposed plan?
50. There is a note on Sheet C-1 stating "Match Existing Parking Lot Edge" but I don't believe it is proposed to match the entire length. Please clarify.
51. An additional "Do Not Enter" sign may be required at the eastern most entrance to the parking lot.
52. Please discuss at the hearing what the applicant anticipates for traffic flow from both the east and west along Oak Street. Is Oak Street intended to be connected to Route 109 in the future? If so should the one way direction in the parking facility be the opposite direction?



TETRA TECH

53. We recommend the installation of a curb or berm between the pedestrian walkway and the drive aisle where none is currently proposed for safety purposes.
54. On sheet C-3, a tree is proposed on the bituminous concrete sidewalk and does not provide sufficient clearance.
55. The Applicant should verify that the handicap parking spaces surface slopes does not exceed 1:50.
56. There appears to be a proposed 193 contour missing within the parking lot.
57. The proposed 202 contour appears to be incorrect to the east of the building.
58. The Cape Cod Berm does not match the Town of Medway Modified Cape Cod Berm detail (CD-11).
59. The Sloped Granite Curb does not match the Town of Medway Sloped Granite Edging detail (CD-13).
60. The Flared End Section does not match the Town of Medway Flared End Section detail (CD-27).
61. We recommend that 4-inches of dense graded crushed stone be utilized below the proposed "Bituminous Concrete Pavement" so there will be 4-inches of dense graded crushed stone overlaying 8-inches of gravel as opposed to 12-inches of gravel.
62. The Applicant should provide a sewer trench detail.
63. The Applicant should provide a detail for bituminous concrete sidewalk.
64. The Applicant should provide a handicap ramp on the bituminous concrete sidewalk at the parking stalls entrance.

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

Very truly yours,

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

P:\21583\127-21583-09006\THE THAYER HOMESTEAD-REVIEW COMMENT LETTER-2013-02-06.DOC

PGC ASSOCIATES, INC.

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

February 7, 2013

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

RECEIVED
FEB 07 2013

**TOWN OF MEDWAY
PLANNING BOARD**

Re: **Thayer Homestead Site Plan**

Dear Mr. Rodenhiser:

I have reviewed the site plan submitted by the Thayer Homestead Development Committee of Medway. The proposal is to renovate the existing house and construct an addition for function space plus associated parking, drainage, landscaping, etc. The plan was prepared by a team including Lerner, Ladds & Bartels, Inc. (architecture) of Providence, DeVellis Zrein, Inc. (civil engineering) of Foxboro and Tetra-Tech (surveying) of Framingham. The plan is dated is dated December 21, 2012.

I have comments as follows:

Zoning

1. The proposed use is municipal. This is allowed in the AR-II zoning district, and the proposed development appears to comply with the Zoning Bylaw.
2. There are currently 15 spaces directly abutting the site serving Choate Park. The plan proposes to connect to this parking lot and slightly alter it resulting in the loss of 2 spaces while constructing 22 new parking spaces on-site but abutting the existing lot, plus two van-accessible handicapped space near the entrance to the building. Including the spaces on the abutting Town property, the total number of spaces will be 37. There is no specific number of spaces for the proposed use in the Zoning Bylaw. Using the typical requirement in the C-1 district of 1 space per 300 square feet would result in a requirement of about 16 spaces for the approximately 5000 square feet of space proposed.
3. Section V. B. 7. (e) (1) states that light trespass onto any abutting street or lot is not permitted. No photometric plan was provided to determine if this standard is met.
4. No signage (other than for traffic control) is shown.

Site Plan Rules and Regulations

3. Section 204.5 B requires a Site Context Sheet. This is not provided, and no waiver from this requirement is requested.
4. Section 204-5 C. (3). The Existing Conditions Sheet also does not include an Existing Landscape Inventory prepared by a Landscape Architect. No waiver is requested.
5. Section 204-5 D. (12) requires a signage plan indicating the design, location, materials, dimensions and lighting. As stated above, only traffic control signs are shown. If that is all that is proposed, then this requirement is met, but I assume there may be a sign identifying the facility.
6. Section 204-5 D. (13) requires a lighting plan. Proposed lighting plan has been shown on the plans. However, there is no photometric diagram to indicate compliance with lighting standards.
7. Section 204-5 (14) requires horizontal sight distances be shown on the plan. This information was not provided.
8. Section 205-3 B (3) requires that no driveway be located closer than 15 feet from a side lot line. The plan does not meet this requirement.
9. Section 205-3 B (6) requires that the perimeter of the driveway be bounded by vertical granite curb or similar type of edge treatment. Some areas of the driveway and parking spaces are shown with sloped granite curb or Cape Cod berm and the roundings on one entrance is shown with vertical granite curb, but it is not clear that all of the edges are treated with these materials.
10. Section 205-6 (A) states that parking "should" be located to the side and rear of the building. This is not an absolute requirement but it also states that if parking is located close to the street, then it should be screened. Trees are proposed around the parking lot, but some additional shrubs could help screen the lot.
11. Section 205-9 C requires that there be substantial landscaped islands within parking lots to reduce the "sea of asphalt" effect. More specifically, Section 209-6 C requires at least 1 deciduous tree per 6 spaces and only trees that provide shade to the parking area are to count toward this requirement. With 22 spaces, 6 trees are required, but only 4 are proposed.. However, they are shown to be 2" caliper while the regulations require 2 ½" caliper trees that are 10 feet in height at planting.

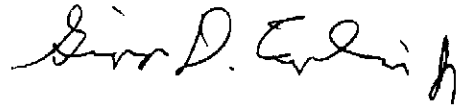
General Comments

12. The plan appears to generally meet the criteria specified in Section 203-9 C, with the possible exception of needing more details on lighting and more screening.

13. A portion of the site, including the entire main parking area, is within the 200-foot riverfront area so the plan will need review by the Conservation Commission. However, there is already disturbed area (existing parking lot) between the site and Chicken Brook.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Gino D. Carlucci, Jr.", with a stylized flourish at the end.

Gino D. Carlucci, Jr.

THE THAYER HOMESTEAD REQUEST FOR PLANNING AND ECONOMIC DEVELOPMENT WAIVERS

February 12, 2013

1	SITE PLAN REGULATION	REQUIRED	PROVIDED	REASONING
2	Ch 200 Sect 204-4(B)	Plan scale 1"=40'	1"=20'	Clearer depiction of building and site for boards and contractor
3	Ch 200 Sect 204-4(C)	Plan size = 24"x36"	30"x42"	Eliminates cut sheets and addressed large site size and configuration
4	Ch 200 Sect 204-5(B.2,3,4,5,6)	Site Context Sheet	Locus plan showing just lot lines & streets within 2000 feet	Due to the very large size of the property the scale, topography, wetlands, easements, etc. becomes very onerous on a project that the town and boards already understood and brought forward through the town meeting process
5	Ch 200 Sect 205-3(C-1)	25 feet of entrance at 2%	Three entrances at 6%, 5% and 2% (from west to east)	Matching existing grades and/or entrance grade and locations to accommodate site program
6	Ch 200 Sect 205-B(2)	No driveway within 15 ft of side line	The eastern entrance is 10+/-ft from internal side line	Existing condition and internal lot line.
7	Ch 200 Sect 205-B(6)	Driveway perimeter bound by granite curb or similar	Portions of drive are granite, cape cod berm and no curbing	Edging designed for granite for longevity at entrance, cape cod for drainage purposes and no curb where not needed in keeping with simplistic design
8	Ch 200 Sect 205-A	Parking to be at rear or side. Screen with fencing/landscaping	Parking at front and side	Existing parking and house locations dictated parking as well as Choate Pond view corridors throughout area.
9	Ch 200 Sect 205-6(G-2)	(10 x 20) ft parking stall size	(9 x 18) ft stall	Appropriate for site, accommodates site layout and general industry standard. Relates to town zoning standard of (9x18) ft size
10	Ch 200 Sect 205-6(I)	24' travel lanes	22' (two way) and 16' (one way)	A 22' drive aisle controls speed and reduced pavement is appropriate near conservation areas. Existing lot has 24' reduced down to 15' two way aisle. A 16' one way aisle is appropriate for this use and configuration.
11	Ch 200 Sect 205-9(C)	Internal island trees at 1 per 6 spaces	35 spaces in lot = 6 trees. Added 4, preserved 3 (24+)" = 7 total	Appropriate for site with preservation of mature trees
12	Ch 200 Sect 205-9(F)	10" + trees to be replaced with same diameter	Removing and replacing less than the requirement	Removal of trees were necessary for appropriate site layout. Providing six -3.5 inch trees (21-inches total). Required to remove 6 trees at 90 inches. Preservation of open fields and maintaining views and simplistic farm feel dictated less trees in final plan.



Town of Medway
DESIGN REVIEW COMMITTEE

155 Village Street
Medway MA 02053
508-533-3291
drc@townofmedway.org

February 12, 2013

Mr. Andy Rodenhiser, Chair
Medway Planning and Economic Development Board
155 Village Street
Medway, MA 02053

R E C E I V E D
FEB 12 2013

**TOWN OF MEDWAY
PLANNING BOARD**

RE: DRC REVIEW COMMENTS AND RECOMMENDATION FOR THAYER HOMESTEAD SITE PLAN

Dear Mr. Rodenhiser,

Thank you for referring the site plan and building design for The Thayer Homestead to the Medway Design Review Committee (DRC). The most recent plans are dated 1/7/13 and were prepared by Lerner Ladds Bartels architectural firm. This letter serves as the DRC's recommendation-to-date regarding the proposed building design and site plan for The Thayer Homestead at 2B Oak St Medway, MA.

On Monday, February 4th, the DRC met with Dan Hooper, chairman of the Thayer Homestead Committee, to review the newest version of the proposed site plan and building designs for the Thayer Homestead.

The DRC offers the following comments/recommendations regarding the proposed building and site plan to-date:

- The sympathetic addition is appropriate and attractive, in both form, and materials. The appeal of the edifice can be further enhanced by the formulation of a well-conceived plan for the grounds.
- Strive to re-introduce fieldstone wall features on the property as seating, and visual enhancement. Incorporate indigenous stone wherever possible to maintain harmony with pre-existing walls in the adjacent walking trails and bordering lots.
- The DRC strongly requests the provision of a landscaping plan that includes these stone features and plantings for flowerbeds, shrubs, and trees that are designed according to the changing seasons. These should include native species that will reflect and enhance the farm esthetic. These plantings will provide natural buffers and enhance the appearance of this important property.

Design Review Committee Members

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

*Karyl Spiller-Walsh, Planning and
Economic Development Board Liaison*
Rod McLeod, member

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

- Close consideration should be given to the traffic flow for events, especially at the entrance. An important impression for the site is the appearance as visitors arrive. A potential client, seeking to rent the venue, will develop a strong initial impression at the front entrance as they arrive at the site. If possible, the DRC suggests the relocation of the two parking spots at the front of the building to the turn-around area opposite to the South. This relocation will allow for an unimpeded drop-off area and a view of the attractively landscape entrance that otherwise will be obscured by parked vehicles.
- Provide color and design samples for stamped concrete, used on walk and patio.
- Provide a screening plan for the dumpster area including a fence/planting approach, to ensure that it is not visible from patio/lawn area.
- Provide seating along the entry path in the form of benches or a stone wall, enabling drop-off guests to have a place to sit before entering the building.
- A signage and lighting plan is still to be designed. The DRC recommends that these plans be prepared to work in concert with the ongoing improvements to Choate Park and forthcoming work on the Route 109 corridor, to create a contiguous scheme that reflects the careful planning of the overall Thayer Homestead project.

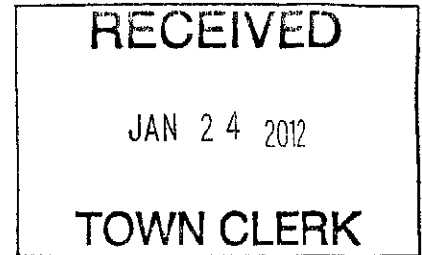
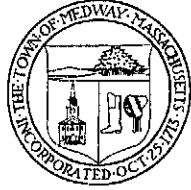
Mr. Hooper indicated the Thayer Committee would consider these suggestions and move ahead. They are welcome to return to a future DRC meeting for further conversation, regarding Thayer Homestead and are asked to contact the Medway Planning and Economic Development office at 508-533-3291 if they would like to schedule another appointment with the DRC.

Sincerely,



Matthew Buckley
Chairman

cc: Dan Hooper, Thayer Homestead Committee



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

Andy Rodenhiser, Chairman
Robert K. Tucker, Vice-Chairman
Thomas A. Gay, Clerk
Cranston (Chan) Rogers, P.E.
Karyl Spiller Walsh

January 24, 2013

NOTICE OF PUBLIC HEARING
Hill View Estates Subdivision Plan – 32R Hill Street
February 12, 2013

In accordance with the provisions of Chapter 41, Section 81A – 81GG, Massachusetts General Laws and the Medway Planning and Economic Development Board's *Rules and Regulations for the Review and Approval of Land Subdivisions*, notice is given that ***the Medway Planning & Economic Development Board will conduct a public hearing on Tuesday, February 12, 2013 at 8:45 p.m. in the Sanford Room of Town Hall, 155 Village Street, Medway, MA to consider the application of Christine Price of Medway, MA for approval of the Hill View Estates Definitive Subdivision Plan.*** The plan is dated March 12, 2012 and was prepared by Colonial Engineering Inc. of Medway, MA and Merrikin Engineering, LLP of Millis, MA.

The applicant proposes to develop a 2-lot private way residential subdivision on a 12.7 acre wooded parcel located at 32R Hill Street - *Medway Assessor's Parcel ID# 3-033 (previously identified on Medway Assessor's Map 8 as Parcel 16)*. The parcel is located in the Agricultural Residential I zoning district and is owned by Christine Price. It is bounded on the north by Hill Street and by property owned by Cunningham, McKenzie, Hundertmark, Kuharich, and Cooperman/Lafuente; on the west by property owned by Hoodlet, Doherty, and Brady; on the south by property owned by Boczanowski, Snow, and Defillipo; and on the east by property owned by Cunningham.

The plan shows the division of the parcel into two residential lots - one 4 acre lot containing the existing dwelling at 32R Hill Street and a second lot of 8 acres for one new residence. The project includes the construction of an approximately 388 foot long, 18' wide permanent private roadway and the installation of private septic and well systems and stormwater management facilities. This proposal is for a "by right" residential use in this zoning district.

The application, associated documents and the *Hill View Estates Definitive Subdivision Plan* are on file with the Medway Town Clerk at Medway Town Hall, 155 Village Street, Medway, MA and may be inspected Mon. – Thurs. from 8:00 a.m. to 4:00 p.m. and Fridays from 8:00 am to 1:00 p.m. and are also available at the Medway Planning and Economic Development office at Town Hall. The plan may be viewed at the Board's web page at <http://www.townofmedway.org>.

Interested persons or parties are invited to review the plan, attend the public hearing, and express their views at the designated time and place. Written comments are encouraged and may be emailed to planningboard@townofmedway.org. For additional information, please contact the Planning and Economic Development office at 508-533-3291.

Andy Rodenhiser, Chairman

Telephone: 508-533-3291

Fax: 508-341-3287

planningboard@townofmedway.org

RECEIVED

LAND SUBDIVISION - FORM F

JAN 24 2012

RECEIVED
JAN 16 2013

Development Impact Report (DIR)
PLANNING BOARD - Town of Medway, MA

TOWN CLERK

OVERVIEW

The DIR is intended to serve as a guide to the applicant in formulating their development proposal as well as a guide to the Planning Board in evaluating the proposed Subdivision Plan in the context of existing conditions and the Town's planning efforts. The DIR should be prepared as early in the design process as possible, even if certain aspects are unknown at that time.

The DIR seeks to raise the broad range of issues generally association with a subdivision development plan in a form and in language that is understandable to the layperson. The DIR shall identify and assess development impacts that could possibly be avoided or mitigated if recognized early in the development process. Other portions of the DIR request information that will help the Town plan ahead to provide adequate services in the future.

The DIR shall be filed with an application for approval of a Preliminary and a Definitive Subdivision Plan. It shall clearly and methodically assess the relationship of the proposed development to the natural, physical, and social environment of the surrounding area. In preparing the DIR, a systematic interdisciplinary approach shall be utilized to include professionals in the natural and social sciences and environmental design arts.

4/20/2012
Date

1. Name of Proposed Subdivision: Hill View Estate

2. Location: 320 Hill St

3. Name of Applicant (s): Christine Price Anthony Brocchi

4. Brief Description of the Proposed Project: 13 Acre Parcel off

of Hill St, Owner would like to subdivide
into 2 buildable lots - Existing House would be
on one (1) lot

5. Name of Individual Preparing this DIR Paul Desimone

Address: 11 Ave St Medway Phone: 508 533 1644

Professional Credentials: None

SITE DESCRIPTION

6. Total Site Acreage: 553,473.4 SQ. FT.

Approximate Acreage	At Present	After Completion	
Meadow/brushland (non-agricultural)	82,248.7	82,248.7	
Forested	390,990.8	385,768.2	
Agricultural (includes orchards, croplands, pasture)	NA	NA	
Wetlands	2,571.4	2,571.4	
Water Surface Area	NA	NA	
Flood Plain	NA	NA	
Unvegetated (rock, earth or fill)	NA	NA	
Roads, buildings and other impervious surfaces	15,066.96	20,289.56	
Other (indicate type)	62,595.50	62,595.56	
TOTAL	553,473.4	553,473.4	SQ. FT.

7. Present permitted and actual land use by percentage of the site.

Uses	Percentage
Industrial	NA
Commercial	NA
Residential	100 %
Forest	NA
Agricultural	NA
Other (specify)	NA

8. List the zoning districts in which the site is located and indicate the percentage of the site in each district. NOTE - Be sure to include overlay zoning districts.

Zoning District	Percentage
MEDWAY AR-1	99.997 %
HOLLISTON AR-B	0.002 %

9. Predominant soil type(s) on the site: CANTON (FINE SANDY LOAM)

Soil Drainage
(Use the U.S. Soil Conservation Service's definition)

Soil Type	% of Site
Well drained	CANTON
Moderately well drained	CANTON 100 %
Poorly drained	

10. Are there any bedrock outcroppings on the site? Yes No

If yes, specify: _____

11. Approximate percentage of proposed site with slopes between:

Slope	% of Site
0 - 10%	50 %
10 - 15%	50 %
Greater than 15%	

12. In which of the Groundwater Protection Districts is the site located?

Zone(s) _____ Proximity to a public well: miles feet

13. Does the project site contain any species of plant or animal life that is identified as rare or endangered? (Consult the Massachusetts Heritage Program and the Medway Conservation Commission for information.) Yes No

If yes, specify: _____

14. Are there any unusual site features such as trees larger than 30 inches, bogs, kettle ponds, eskers, drumlins, quarries, distinctive rock formations or granite bridges?

Yes No

If yes, specify: _____

15. Are there any established foot paths running through the site or railroad right of ways? Yes No

If yes, please specify: Small PATH SHOWN ON sheet 5 of 4

NEAR REAL of property

16. Is the site presently used by the community as an open space or recreation area? Yes No

If yes, please specify: _____

17. Does the site include scenic views or will the proposed development cause any scenic vistas to be obstructed from view? Yes No

If yes, please specify: _____

18. Are there wetlands, lakes, pond, streams or rivers within or contiguous to the site? Yes No

If yes, please specify: Small AREA of wetlands @ REAR
of property

19. Is there any farmland or forest land on the site protected under Chapter 61A or 61B of the Massachusetts General Laws? Yes No

If yes, please specify: _____

20. Has the site ever been used for the disposal of hazardous waste? Has a 21E study been conducted for the site? Yes No

If yes, please specify: _____

21. Will the proposed activity require use and/or storage of hazardous materials, or generation of hazardous waste? Yes No

If yes, please specify: _____

22. Does the project location contain any buildings or sites of historic or archaeological significance? (Consult with the Medway Historical Commission) Yes No

If yes, please describe: _____

23. Is the project contiguous to or does it contain a building located in a national register historic district? Yes No

If yes, please describe: _____

CIRCULATION

24. What is the expected average weekday traffic and peak hour volumes to be generated by the proposed subdivision?

Average weekday traffic	28.71
Average peak hour volumes - morning	2.25
Average peak-hour volumes - evening	3.03

25. Existing street(s) providing access to the proposed subdivision:

Please specify: Hill Street public (variable width)

26. Existing intersection(s) within 1000 feet of any access to the proposed development. Please specify intersection names:

HILL STREET, NESTLE BROOK LANE @ VICTORY LANE

27. Location of existing sidewalks within 1000 feet of the proposed site:

HOMESTEAD DRIVE, SKYLINE DRIVE, FAIRWAY LANE, ALGONQUIN AVE, CURTIS LANE

28. Location of proposed sidewalks and their connection to existing sidewalks:

NONE PROPOSED PRIVATE WAY.

29. Are there parcels of undeveloped land adjacent to the proposed site:

Yes No

Will access to these undeveloped parcels be provided from the proposed subdivision?

Yes No

If yes, please describe:

If no, please explain why:

UTILITIES AND MUNICIPAL SERVICES

30. What is the total number of dwelling units proposed? 1

31. What is the total number of bedrooms in the proposed subdivision? 10

32. Stormwater Management

A. Describe the nature, location and surface water body receiving current surface water of the site: N/A LESS THAN 4 LOTS

B. Describe the how the proposed stormwater management system will operate and how the existing stormwater patterns will be altered: _____

NA LESS THAN 4 LOTS

C. Will a NPDS Permit be required? _____ Yes No

33. Please estimate the response time of the Fire Department to this site:
(Please consult with the Fire Department): 10 MINUTES ±

34. Schools

A. Projected number of new school age children: 0-5

B. Distance to nearest elementary school: 2 1/2 MILES

MEASURES TO MITIGATE IMPACTS - Please attach a brief description of the measures that haven been taken during subdivision design and will be taken during subdivision construction for each of the following:

- 35. Maximize stormwater infiltration and groundwater recharge
- 36. Prevent surface and groundwater contamination
- 37. Reduce detrimental impacts to water quality
- 38. Maintain slope stability and prevent erosion
- 39. Conserve energy
- 40. Preserve wetlands
- 41. Preserve wildlife habitats, outstanding ecological or botanical features
- 42. Protect scenic views
- 43. Retain natural landscape features
- 44. Design street layouts to facilitate southern orientation of houses
- 45. Use curvilinear street patterns
- 46. Promote pedestrian and bicycle access and safety
- 47. Reduce the number of mature trees to be removed
- 48. Provide green belt/buffer areas

49. Preserve historically important structures and features on the site
50. Retain natural valley flood storage areas
51. Minimize the extent of waterways altered or relocated
52. Reduce the volume of cut and fill
53. Minimize the visual prominence of man-made elements even if necessary for safety or orientation
54. Minimize municipal maintenance frequency and costs
55. Reduce building site frontages or driveway egresses onto primary or secondary streets

In describing each of the above, please use layman's terms where possible while still being accurate and comprehensive. Where appropriate, please use graphic illustrations. Identify data sources, reference materials and methodology used to determine all conclusions.

COLONIAL ENGINEERING, INC.
PO BOX 95
11AWL STREET
MEDWAY, MA 02053
508-533-1644
COLONIAL.ENG@VERIZON.NET

JANUARY 13, 2011

MEASURES TO MITIGATE IMPACTS

- 35). Merrikin Engineering will be performing drainage calculations, and the design for drainage recharge upon commencement of the definitive stage of the subdivision.
- 36). The proposed subdivision is for Residential use, and there shall be no storage of contaminants on site other than normal house hold use.
- 37). See note #35
- 38). To maintain slope stability on site, upon completion of grading the disturbed areas shall be loamed and seeded
- 39). To conserve energy all work shall be performed during daylight hours.
- 40). There is no proposed work within 250 ft of the wetland area.
- 41). N/A
- 42). N/A
- 43). The only area's to be disturbed on this proposed 8 acre lot, will be the new Driveway, house, well, septic with back yard.
- 44). The new road layout encompasses the exiting driveway.
This is the only access to a public street.
- 45). The existing way already provides for the use of a curvilinear pattern.
- 46). There is no existing sidewalk along Hill Street and,
the proposed private way does not require sidewalks.

- 47). During the design of the proposed dwelling, driveway and septic system, this item will be addressed and planning will be done to avoid any unnecessary removal of mature trees.
- 48). The proposed disturbance to this 8 acre parcel shall only be for one house.
The land to the left and rear of the lot is proposed for a conservation easement.
- 49). N/A
- 50). The locus does not lie within a flood plain storage area.
- 51). There are no waterways on this site.
- 52). The proposed road layout is design around and existing 12 bit driveway with 3 ft gravel sides. The proposal for this site is to use this for the town requirements of an 18 ft wide bit road.
- 53). The proposed dwelling is setback over 500 ft from Hill Street.
The proposed road is private with no requirements for a sidewalk.
See note 52.
- 54). There is no increase costs to the town for maintenance, due to the proposed private road will be maintained by the owner of lot 10-A.
- 55). The frontage for both lots is now on the proposed private way.

PGC ASSOCIATES, INC.

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

February 7, 2013

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

R E C E I V E D
FEB 07 2013

**TOWN OF MEDWAY
PLANNING BOARD**

Re: Hill View Estates Definitive Subdivision Plan

Dear Mr. Rodenhiser:

I have reviewed the preliminary subdivision plan submitted by Christine Price of Medway for property off Hill Street. The plan was prepared by Colonial Engineering, Inc. of Medway, and is dated March 12, 2012. The site is within the AR-I district.

The plan proposes to create a private way cul-de-sac in order to create frontage and divide an existing nonconforming lot on Hill Street with an existing house on it into two lots. The existing house on the property would remain. It should be noted that the portion of Hill Street from which the property gets its access is in Holliston. That portion of Parcel A (which is the proposed permanent private way) that is in Holliston totals 1369 square feet. The total size of the parcel is 12.706 acres. The new lots would have areas of 8.089 and 4.029 acres respectively.

The proposal is to leave the existing 12' bituminous concrete driveway with 3' gravel shoulders in place to serve as the street for the subdivision. The only actual construction proposed is a gravel hammerhead turnaround within the cul-de-sac portion of the way and drainage facilities within the cul-de-sac and easements on the new lot.

I have comments as follows:

Zoning

1. As noted above, the existing lot is currently nonconforming. Due to the proposed road layout, both new lots in the subdivision as shown on the plan will comply with the zoning bylaw.

Subdivision Rules and Regulations

2. Section 5.7.24 requires shade trees along the street. No trees are proposed and no waiver is requested.
3. Section 5.7.25 requires a typical cross-section be shown. The plans include a typical cross-section for a permanent private way, but that is not what is proposed (waiver requested) so I am not sure why it is on the plans.

4. Section 5.7.32 requires a cul-de-sac landscaping plan. In previous similar subdivisions where no actual roadway with a cul-de-sac island was proposed, the Board asked for a landscaping plan associated with the drainage basin that was within the cul-de-sac right-of-way. The plans indicate 6 trees to be planted around and outside the cul-de-sac right-of-way. However, they do not provide screening of the detention basins/trenches.

5. Section 7.5.1 requires an erosion control plan for construction near wetlands or with steep slopes. No erosion plan was provided.

6. Section 7.7.2 requires that drainage basins be on a separate parcel. The plan shows drainage facilities within the cul-de-sac but also within easements on the new lot being created, rather than on a separate parcel. A waiver is requested from the setback distance but not from the requirement for a separate parcel.

7. Section 7.9.5 specifies a maximum grade for a permanent private way of 8%. The grade is shown as 10.8%. This is an existing condition, but no waiver is requested.


General Comments

8. Since only two lots are proposed, this subdivision would qualify as a permanent private way. In considering whether there is a possibility of extending the way onto adjacent developable land, it does not appear an extension is likely or possible due to surrounding development.

9. Since a portion of the subdivision is in Holliston, approval from the Holliston Planning Board may also be required. However, since no construction is proposed in Holliston, it is likely that no approval is needed.

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

Sincerely,



Gino D. Carlucci, Jr.



TETRA TECH

February 7, 2013

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

RECEIVED
FEB 07 2013

TOWN OF MEDWAY
PLANNING BOARD

**Re: Hill View Estates
Permanent Private Road
Definitive Subdivision Plan Review
Medway, Massachusetts**

Dear Mr. Rodenhiser:

Tetra Tech (TT) has performed a review of the proposed Site Plan for the above-mentioned project. The project includes the subdivision of an existing 13 acre parcel into two buildable lots. The existing house will remain on one of the lots. The project proposes to widen the existing access roadway, install the necessary stormwater management, construct a driveway, and install a roof drain system associated with the proposed building.

TT is in receipt of the following materials:

- A plan (Plans) set entitled "Hill View Estates, Definitive Subdivision, Permanent Private Road-Medway Massachusetts", dated March 12, 2012, prepared by Colonial Engineering, Inc. (CEI) and Merrikin Engineering, LLP (Merrikin).
- A stormwater management report entitled "Stormwater Report, Hill View Estates, 32R Hill Street", dated March 12, 2012, prepared by Merrikin.
- Application for Approval of a Definitive Subdivision Plan (Form C) and a request for a waiver (Form Q).
- Additional miscellaneous application material including the Development Impact Report (Form F).

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

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



TETRA TECH

Reference to the applicable regulation requirement is given in parentheses following the comments.

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

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

1. The Planning and Economic Development Board shall verify that all forms listed in sections Ch. 100 §5.5.1 through 5.5.5 have been submitted.
2. The Applicant shall verify that existing and proposed elevations refer to North American Vertical Datum of 1988 (NAVD88). (Ch. 100 §5.6.3)
3. The plan shall show all property lines and buildings within five hundred feet and a locus map of a scale of two hundred feet per inch. (Ch. 100 §5.7.2)
4. Horizontal benchmarks should be provided. (Ch. 100 §5.7.4)
5. Private utilities such as electric, telecommunications, natural gas, cable TV, and spare communications conduit shall be shown on the plan? (Ch. 100 §5.7.19)
6. Topographic information should extend at least 20 feet beyond the property boundaries. (Ch. 100 §5.7.21)
7. The total number of lots and parcels does not match number that was subdivided on Lot 10 and on the plans sheet 2 and 3. (Ch. 100 §5.7.26 (b))
8. The proposed location of street signs shall be shown on the plan. (Ch. 100 §5.7.27)
9. Clearing and grading limit lines shall be clearly shown on the plan. (Ch. 100 §5.7.35)

Section 7.0- Design and Construction Standards

10. Permanent Private Way minimum widths of the roadway pavement are Eighteen Feet (18'). A waiver has been requested for this item. (Ch. 100 §7.9.7(g))



TETRA TECH

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

11. The infiltration rate used in the analysis is not consistent with the Rawles Table used in the MADEP Stormwater Handbook. The Drainage analysis states that the site is comprised of B and C soils, however the applicant takes credit for an A soil (2.41 in/hr).
12. The infiltration calculations, mounding calculations and draw down time should be recalculated with the appropriate hydraulic conductivity for a B soil from the Rawls Table.
13. The automated TSS removal worksheets from MADEP should be used in the report. The applicant does receive the required 80% TSS removal utilizing an infiltration basin preceded by a sediment forebay; however the manual calculations provided for Infiltration Trench #1 and #2 in Attachment E are incorrect.
14. Substantial Landscape Plantings shall be provided around detention and retention basins and shall be included in the overall design of the drainage system. There do not appear to be landscape plantings included in the proposed design. (Ch. 100 §7.7.2(r))

The following items were found to be not in conformance with the Town of Medway Water/Sewer Rules and Regulations:

15. As noted on sheet 6 of 9, the Site is not accessible to Town water or sewer. Private well and septic will be installed on Lot 10-A. Those utilities shall be permitted and coordinated through the Medway Board of Health. We would recommend that the approximate locations be provided on the Definitive Subdivision Plans.

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

16. The street name on the cover sheet is not legible.
17. The Proposed Grading plan (sheet 6 of 9) does not shown the building in correlation with the building setback line?
18. Please explain at the hearing what the 25 foot no disturbance line is.



TETRA TECH

19. Is the current layout at the intersection of the existing driveway and Hill Street sufficient to allow access to emergency vehicles? There doesn't appear to be any radius on the driveway.
20. Please explain the purpose of the permanent slope and utility easements alongside the existing driveway.
21. Please verify that the proposed driveway to the new house on Lot 10-A is bituminous concrete. It seems a little awkward to go from bituminous to gravel back to bituminous in a 50 foot distance.
22. Please verify that there will there be no access drive or path to the barn.
23. The grading in front of the proposed house on Lot 10-A appears to be directing runoff onto the adjacent property. Is it possible to modify the contours slightly to direct flow more in the direction of the drainage infrastructure similar to the existing conditions?
24. Please verify where the gravel edge alongside the existing driveway terminates.
25. Please identify where the existing and proposed private utilities are located.
26. The dense graded crushed stone hammer head is proposed to be 4-inches in depth. This does not seem to be sufficient to support heavy vehicles. We feel that this depth should be increased or documentation provided to verify that the depth is sufficient for emergency vehicles.
27. Please identify where the "Permanent Private Roadway Typical Section" detail is to be utilized.
28. Please explain what the current status of Parcel A is. Is this an existing Private Road which is to be extended?

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

Section 7.6.2 (b)-Water Facilities Installation
Section 7.7.2 (p)-Stormwater
Section 7.9.7 (g)-Min. Roadway Width
Section 7.9.7 (h)-Roadway Construction
Section 7.10.1-Vertical Granite Curbing



TETRA TECH

Section 7.10.2-Curbs and Berms

Section 7.17.1-Fire Prevention

Section 7.21-Street Lights

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

Very truly yours,

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

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