

June 11, 2013
Medway Planning and Economic Development Board
155 Village Street
Medway, MA 02053

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

ABSENT WITH NOTICE:

ALSO PRESENT: Susy Affleck-Childs, Planning and Economic Town Coordinator
Amy Sutherland, Meeting Recording Secretary
Gino Carlucci, PGC Associates

The Chairman opened the meeting at 7:00 pm.

There were no Citizen Comments.

PUBLIC HEARING - Williamsburg Condominium – Proposed Modification to OSRD and Affordable Housing Special Permit, OSRD Concept Plan, Definitive Plan and Definitive Plan Certificate of Action

The Board is in receipt of a packet including the public hearing notice and the associated applications for the Williamsburg Condominium proposed modifications.

Mr. Paul Yorkis, owner/developer was present for the public hearing along with David Faist of Faist Engineering.

On a motion made by Bob Tucker, and seconded by Matthew Hayes, the Board voted unanimously to dispense of the reading of the public hearing notice for the Williamsburg Condominium. (See Attached)

The Board is in receipt of an email communication from Community Housing Coordinator J. Douglas Havens dated June 11, 2013. **(See Attached)**

Doug Havens was present and explained that the noted email includes a chart/schedule for construction of the market rate and affordable dwelling units. The certificates of occupancy for any market rate unit must be issued at a ratio of certificates of occupancy for the required affordable housing units or fees paid in lieu of.

Mr. Yorkis wanted to review the most recent communication prior to providing any comments since he had just received the document.

The Board is in receipt of a letter from Town Administrator Suzanne K. Kenney dated May 30, 2013 to the Medway Affordable Housing Trust (**See Attached**) in response to the Trust's May 6, 2013 letter in which the Trust expressed its concern about the lack of progress on constructing affordable units at Williamsburg.

Bob Ferrari from the Affordable Housing Committee was present and indicated that the Committee is in support of the proposed change from three affordable dwelling units to two.

The Board is also in receipt of a letter dated May 30, 2013 from Building Commissioner John Emidy to the Medway Affordable Housing Trust (**See Attached**) in response to the Trust's May 6, 2013 letter in which the Trust expressed its concern about the lack of progress on constructing affordable units at Williamsburg. Mr. Emidy's letter confirms that the next building permit issued for a two family dwelling must contain an affordable unit and that no further occupancy permits will be issued until the Affordable Housing Regulatory Agreement is executed and recorded.

The Board was presented with a letter from J. Douglas Havens on behalf of the Medway Affordable Housing Trust dated June 7, 2013 to Town Administrator Suzanne Kennedy and Building Commissioner John Emidy. (**See Attached**) This letter notes that the Affordable Housing Trust would like the postponement of any further issuance of occupancy permits until the affordable housing regulatory agreement is executed.

Mr. Jim Wickis from the Open Space Committee wanted to know if the open space area would change.

It was indicated that the total amount of open space area would not change. Only the boundaries are being modified.

The affordable housing units will be built at 7 and 12 Williamsburg Way.

Mr. Yorkis wanted it noted on the record that he would not recommend any developer go through with the affordable housing construction route. He feels the process is poorly managed.

Susy Affleck-Childs placed on the record the previous Williamsburg special permit and definitive decisions and plans since they are referred to throughout the application and various review comments and letters.

Susy Affleck-Childs distributed a chart dated 6/11/2013 she had prepared. (**See Attached**) It provides the assessor's parcel id, location address and original unit numbers from the OSRD plans and narrative location along with the dates that building permits and occupancy permits were issued. This chart is used to assist with the overseeing of the project. The chart lets us see the unit number and correspondence addresses.

Mr. Yorkis reviewed that he has proposed reducing the number of affordable dwelling units from three to two and will be adding a garage to each affordable dwelling. Another modification

would be to adjust the shape of the development and open space parcels by adjusting the boundary lines without changing the overall size of each parcel.

The Board is also in receipt of a review letter provided by Gino Carlucci of PGC Associates dated June 4, 2013. **(See Attached)** It was explained that the open space has been reconfigured to eliminate the 15-foot strip. The report also explains that the average separation distance between buildings is 34.2 feet.

The Board is also in receipt of a Construction Observation report on Williamsburg from Tetra Tech dated June 11, 2013. **(See Attached)**. The items which need to be addressed include:

- Broken concrete near entrance
- Broken berm throughout development
- Damaged sidewalk
- Puddle adjacent to catch basin
- Utility box leaning
- Landscaping items (leaning trees)

Mr. Yorkis indicated that these items will be addressed and taken care of.

It was noted that the applicant has filed the required Affordable Housing Regulatory Agreement with Mass DHCD and a resolution is in process.

On a motion made by Bob Tucker and seconded by Matthew Hayes, the Board voted unanimously to close the hearing for the proposed modification to the Williamsburg OSRD Special Permit, concept plan, certificate of action and definitive plan.

Susy will draft a decision for view by the Board at the June 25, 2013 meeting.

Charles River Village Definitive Plan

Applicant/developer John Claffey was present along with official representative Paul Yorkis.

An email note dated June 4, 2013 from Dave Pellegri at Tetra Tech was provided. **(See Attached)** It indicates that Tetra Tech has reviewed the final definitive plan presented for endorsement. Tetra Tech has determined that all items specified in the May 14, 2013 Certificate of Action have been addressed and are shown on the plan.

Susy Affleck-Childs indicated that the applicant/developer has requested that the Board endorse the definitive plan. She reported that Charles River LLC is not yet the owner of the property but is expected to close on it within the next two weeks. She recommended the Board endorse the plan and sign the covenant but hold on releasing it until proof of ownership is presented.

On a motion made by Bob Tucker and seconded by Tom Gay, the Board voted unanimously to sign but hold the covenant definitive plan for Charles River Village until the closing occurs and the applicant, Charles River LLC, provides proof of ownership.

PUBLIC HEARING - Medway Commons Site Plan Modification:

The Board is in receipt of an email from Karen Johnson dated June 5, 2013 seeking a continuation to July 23, 2013 and a deadline extension to August 6, 2013. (See Attached).

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to open and continue the public hearing for the proposed site plan modification for Medway Commons for Starbucks until July 23, 2013.

On a motion made by Matthew Hayes and seconded by Bob Tucker, the Board voted unanimously to approve the applicant's request for an extension of the action deadline to August 6, 2013.

PEDB Minutes:

April 23, 2013:

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to accept the minutes from April 23, 2013.

(Matthew Hayes abstained from voting as he was not a member at the time.)

April 30, 2013:

On a motion made by Karyl Spiller-Walsh, and seconded by Bob Tucker, the Board voted unanimously to accept the minutes from April 30, 2013.

(Matthew Hayes abstained from voting as he was not a member at the time.)

May 14, 2013:

On a motion made by Bob Tucker, and seconded by Karyl Spiller-Walsh, the Board voted unanimously to accept the minutes from April 30, 2013.

(Tom Gay abstained from voting as he did not attend that meeting.)

May 28, 2013:

On a motion made by Bob Tucker, and seconded by Karyl Spiller-Walsh, the Board voted unanimously to accept the minutes from May 28, 2013.

Contract for Planning Services

The Board has within their packet a copy of the proposal to provide planning services dated June 3, 2013 from PGC Associates. (See Attached).

Susy noted that changes in the state's 30B procurement law now make it possible for municipalities to retain planning consultant services without having to go through a formal RFP process. This would be for a new 3 year contract through June 30, 2016.

The Board expressed its support for continuing with PGC Associates and directed Susy Affleck-Childs to indicate the Board’s support to the Board of Selectmen at such time as the contract is presented to them for approval.

Construction Reports:

The Board is in receipt of construction reports on the noted sites: **(See Attached)**

- Fox Run Farm: (report 24 - Lot #7) Installation of water and Sewer service connection.
- Fox Run Farm: (report 25 - Lot #4) Installation of water and sewer service connection.
- Fox Run Farm: (report 26 - Lot #9) Installation of water and sewer service connection.

Lawrence Waste Services – Site Plan Project - 49 Adler Street – PROJECT COMPLETION

The Board is in receipt of a memo dated June 4, 2013 from Tetra Tech relative to the punch list bond estimate for the site at 49 Adler Street. **(See Attached)** The only outstanding issue is the removal of the construction fencing which will occur after the Conservation Commission issues its Certificate of Compliance.

The applicant is eager to get into the facility.

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to “close out” the Lawrence Waste Site Plan project.

COMMITTEE APPOINTMENTS:

The Board is in receipt of a memo dated June 6, 2013 from Susy regarding the appointments to the Medway Economic Development Committee. **(See Attached)**

On a motion made by Bob Tucker and seconded by Matthew Hayes, the Board voted unanimously to appoint Ann Sherry and Chan Rogers to the Economic Development Committee through June 30, 2015.

The Board is in receipt of a memo from Susy regarding the appointment to the Design Review Committee. **(See Attached).**

On a motion made by Bob Tucker and seconded by Matthew Hayes, the Board voted unanimously to appoint Julie Fallon and Rod MacLeod to the Design Review Committee through June 30, 2015.

COMMITTEE LIAISON

The Board completed the Board and Liaison assignment sheet dated May 20, 2013.


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

The meeting adjourned at 8:46 pm.

Respectfully Submitted,


Amy Sutherland
Recording Secretary

Edited by,


Susan E. Affleck-Childs
Planning and Economic Development Coordinator



Town of Medway

RECEIVED
JUN 11 2013

TOWN OF MEDWAY
PLANNING BOARD

MEMORANDUM

Date: Tuesday, June 11, 2013
To: Medway PEDB c/o Susan Affleck-Childs
From: J. Douglas Havens
Affordable Housing Trust Fund
Community Housing Coordinator
(508)321-4922 - dhavens@townofmedway.org
RE: Statement for PEDB Public Hearing on Proposed Modification to Williamsburg Condominium OSDR Special Permit and Certificate of Action

In accordance with the Affordable Housing Trust's 6/7/13 letter to Suzanne Kennedy and John Emidy, (previously copied to PEDB), the Board is urged to predicate amendment approval upon:

- the amended documents including the petitioner's clearly identified location and order in which the affordable units are to be built, and further upon;
- an agreed clarification of the application of Medway Zoning Bylaw's timing schedule of market rate/affordable ratios referred to in V, X, 9, (b) to mean that the issuance of an occupancy permit for the 14th market rate unit is conditioned upon the prior issuance of the occupancy permit for the 2nd affordable unit.

6/5/13 Williamsburg Schedule (Calculations in Grey) for Constructing 16 Market & 2 Affordable Units

9. Timing of Construction

a) Affordable housing units on or off site shall be provided coincident to the development of market-rate units, but in no event shall the development of affordable housing units be delayed beyond the schedule below. Fractions of units shall not be counted.

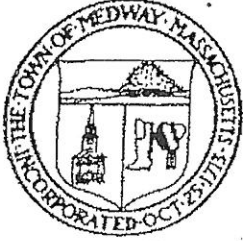
Market Rate Unit %	# of market rate units (16)	AH Unit % Required	# of affordable rate units (2)
Up to 30%	4.8; round down to 4 units	none required	not applicable
30% plus 1 unit	4.8 + 1 = 5.8; round down to 5 units	at least 10%	.5 units; round down to 0 AH units
Up to 50%	8 units	at least 30%	.6 units; round down to 0 AH units
Up to 75%	12 units	at least 50%	1 unit
75% plus 1 unit	13 units	at least 70%	1.4 units; round down to 1 AH units
Up to 90%	14.4 units; round down to 14	100%	2 units

b) Certificates of occupancy for any market-rate housing units shall be issued at a ratio of certificates of occupancy for required affordable housing units or fees paid in lieu of units in accordance with the schedule above.

c) In the case of cash payments being made in lieu of ...

d) In no case shall a building permit for the last market rate dwelling unit in the development be issued prior to the issuance of the building permit for the last affordable housing unit.

6/5/2013 Calculations by JDHavens: Text Excerpt from Medway Zoning Bylaws Section V, Sub-Section X. as of 5/14/12



Suzanne K. Kennedy
Town Administrator

Town of Medway
OFFICE OF THE TOWN ADMINISTRATOR

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax: (508) 321-4988

May 30, 2013

R E C E I V E D
MAY 30 2013

**TOWN OF MEDWAY
PLANNING BOARD**

Mr. Michael J. Heineman, Chairman
Medway Afford Housing Trust
155 Village Street
Medway, Ma.

Dear Mike,

I am writing in response to your May 6, 2013 letter in which the Medway Affordable Housing Trust expressed its concerns about the lack of progress in constructing affordable housing units at the Williamsburg Condominium development located on Williamsburg Way off of West Street. Thank you for bringing your concerns to our attention. You reference the previously approved Williamsburg special permit decision and definitive plan certificate of action which included various conditions requiring the construction of three affordable dwelling units. The Trust has asked that the Town take all steps necessary to bring the project into compliance with those provisions.

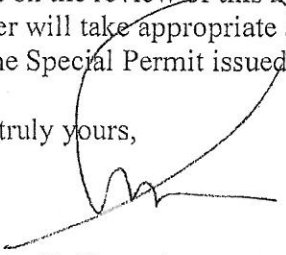
Upon receipt of your letter, I consulted with Planning and Economic Development Coordinator Susy Affleck-Childs, Building Commissioner John Emidy, and Town Counsel Barbara Saint Andre of Petrini and Associates. Based on that research and additional information I have received, please note the following information regarding the Williamsburg Condominium development.

1. Building permits have been issued for 10 dwelling units, none of which have affordable housing restrictions in place. The first building permit was issued June 15, 2010. Occupancy permits have been issued for 8 of those. The first occupancy permit was issued December 8, 2010.
2. In January 2011, the Town submitted a Local Action Unit application for the Williamsburg Condominium development to the Massachusetts DHCD. This included a draft Marketing Plan prepared by MCO Housing Services under contract with the Williamsburg Condominium Corporation.
3. An Affordable Housing Regulatory Agreement among the developer, the Town of Medway and the Massachusetts Department of Housing and Community Development has not yet been executed by the parties nor recorded at the Norfolk County Registry of Deeds.

4. On April 29, 2013, the Williamsburg Condominium Corporation submitted an application to the Medway Planning and Economic Development Board to modify the previously approved Williamsburg OSRD Special Permit and Definitive Plan decisions. The proposal is to reduce the number of affordable dwelling units from three to two and is made pursuant to a change in the affordable housing provisions of Medway's Zoning Bylaw approved May 12, 2012. The public hearing on the proposed modification will commence on June 11, 2013. Until any decision on the proposed modification is made, filed with the Town Clerk and the appeal period concluded, the existing Williamsburg special permit and definitive plan decisions and their conditions remain in effect.
5. The current developer, the Williamsburg Condominium Corporation, represented by Paul Yorkis, submitted a draft Affordable Housing Regulatory Agreement and a copy of a proposed LIP Affordable Housing Deed Rider to DHCD on May 13, 2013. It is presently under review. Mass DHCD indicates that, in light of the pending application for a modification, it will process these documents when it receives the decision of the Planning and Economic Development Board regarding the proposed modification.

Based on the review of this matter, the Building Commissioner acting as the Code Enforcement Officer will take appropriate steps to enforce the provisions of the Affordable Housing By-law and the Special Permit issued for the Williamsburg Condominium.

Very truly yours,



Suzanne K. Kennedy
Town Administrator

- C: Susan Affleck-Childs, Planning and Economic Development Coordinator
John Emidy, Building Commissioner
Barbara Saint André, Town Counsel
Medway Planning and Economic Development Board
Board of Selectmen
Paul Yorkis, President, Williamsburg Condominium Corp.



TOWN OF MEDWAY
BUILDING DEPARTMENT
155 VILLAGE STREET
MEDWAY MASSACHUSETTS
PHONE 508-533-3253
FAX-508-533-3252
jemidy@townofmedway.org

May 30, 2013

Town of Medway
Affordable Housing Trust
Michael Heineman Esq. *Chair*
155 Village Street
Medway, MA 02053

RECEIVED
MAY 30 2013

TOWN OF MEDWAY
PLANNING BOARD

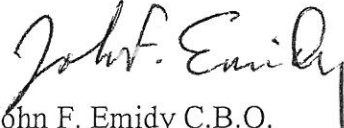
Re: Williamsburg Condominiums

Dear Chairman Heineman:

I am in receipt of your letter dated May 6, 2013 regarding the above referenced location. You have stated in your letter dated May 6, 2013 outlining your concerns that the development is not in compliance with the Affordable Housing By-Law, Section V.X of the Zoning By-laws. I have reviewed the chart that was prepared by Ms. Affleck-Childs with respect to the schedule of affordable units under Section 9.a. of the Affordable Housing By-law for the Williamsburg Condominium Development. I agree that the next building permit issued for a two family dwelling must contain an affordable unit. In my opinion, under Section 9.b of the Affordable Housing By-law, no certificates of occupancy may be issued for any market-rate units after the eleventh unit unless the affordable housing unit obtains a certificate of occupancy. Therefore, any future building permits or certificates of occupancy will be issued in accordance with the schedule in Section 9.a.

Please contact me if you have any questions.

Respectfully,


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

JFE

Cc: file
Mr. Yorkis
Town Administrator
Town Counsel
Planning and Economic Development Board

WILLIAMSBURG
CONDOMINIUMS

72 WEST STREET

COUNT	Unit # per approved definitive plan 2-23-2010	LOCATION ADDRESS (assigned by Assessor's office)	PARCEL ID	NARRATIVE LOCATION	Affordable Unit per Special Permit and Original Def Plan	Proposed Affordable Unit per Proposed Modifications (winter/spring 2013)	Building Permit Issued	Occupancy Permit Issued
		<i>Williamsburg Way is a ONE WAY STREET</i>						
1	12	1 WILLIAMSBURG WAY	2-6-1-B1	first BLD on RIGHT/ unit on RIGHT				
2	11	3 WILLIAMSBURG WAY	2-6-1-B3	first BLD on RIGHT/ unit on LEFT	Yes			
3	10	5 WILLIAMSBURG WAY	2-6-1-B5	second BLD on RIGHT/ unit on RIGHT				
4	9	7 WILLIAMSBURG WAY	2-6-1-B7	second BLD on RIGHT/ unit on LEFT	Yes	Yes	6/17/2011	12/13/2012
5	8	9 WILLIAMSBURG WAY	2-6-1-B9	third BLD on RIGHT/ unit on RIGHT			6/15/2011	10/27/2011
6	7	11 WILLIAMSBURG WAY	2-6-1-B11	third BLD on RIGHT/ unit on LEFT			1/14/2013	
7	6	13 WILLIAMSBURG WAY	2-6-1-B13	fourth BLD on RIGHT/ unit on RIGHT			1/14/2013	
8	5	15 WILLIAMSBURG WAY	2-6-1-B15	fourth BLD on RIGHT/ unit on LEFT			9/16/2010	4/26/2012
9	4	17 WILLIAMSBURG WAY	2-6-1-B17	fifth BLD on RIGHT/ unit on RIGHT			9/16/2010	7/10/2012
10	3	19 WILLIAMSBURG WAY	2-6-1-B19	fifth BLD on RIGHT/ unit on LEFT			6/15/2010	12/8/2010
11	2	21 WILLIAMSBURG WAY	2-6-1-B21	sixth BLD on RIGHT/ unit on RIGHT			6/15/2010	12/8/2010
12	1	23 WILLIAMSBURG WAY	2-6-1-B23	sixth BLD on RIGHT/ unit on LEFT				
13	13	2 WILLIAMSBURG WAY	2-6-1-B2	first BLD on LEFT/ unit on LEFT				
14	14	4 WILLIAMSBURG WAY	2-6-1-B4	first BLD on LEFT / unit on RIGHT				
15	15	6 WILLIAMSBURG WAY	2-6-1-B6	second BLD on LEFT/ unit on LEFT			2/14/2011	5/25/2012
16	16	8 WILLIAMSBURG WAY	2-6-1-B8	second BLD on LEFT/ unit on RIGHT			2/14/2011	10/9/2012
17	17	10 WILLIAMSBURG WAY	2-6-1-B10	third BLD on LEFT / unit on LEFT	Yes			
18	18	12 WILLIAMSBURG WAY	2-6-1-B12	third BLD on LEFT / unit on RIGHT		Yes		
6/11/2013								

PGC ASSOCIATES, INC.

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

June 4, 2013

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



Re: **Williamsburg Condominiums Proposed Modifications**

Dear Mr. Rodenhiser:

I have reviewed the proposed modifications submitted by owner/applicant of Williamsburg Condominiums for the project on West Street. A revised OSRD concept plan (revised through April 23, 2013) and a revised definitive plan (revised through February 6, 2013) have been submitted along with an application. The plans were prepared by Faist Engineering of Sturbridge. The primary change is a reduction in the number of affordable units from 3 to 2, but a few other minor changes are proposed as well.

The amended affordable housing provision of the Zoning Bylaw reduces the number of units required so providing 2 units is in compliance with the new bylaw. I have comments as follows:

1. There is a request for a waiver to allow one more street-facing garage door than allowed in the bylaw. Similarly, there is a request to allow 3 (up from 2) garages to not be set back 5 feet from the primary façade of the dwelling unit. In both cases, it is my opinion that adding garages for the affordable units justifies these waivers.
2. There is a question as to whether the yield plan complies with the new formula. Since the only change in the new formula is a deduction from the total area for any area within a utility easement and there are no utility easements on the parcel, the yield plan remains unchanged.
3. The open space has been reconfigured to eliminate a 15-foot strip, which is no longer allowed. However, the new configuration is in compliance with the new bylaw.
4. It should also be noted that bonus units for affordable housing has been reduced from 1 market rate per each affordable unit to 1 market rate unit for each 2 affordable units. However, since the original formula (with bonuses) provided for 20 (17 plus 3 bonus units for the 3 affordables) units but only 18 were proposed, this change does not affect the total number of 18 units (17 plus 1 bonus for the two affordables).
5. The concept plan shows a 20-foot separation distance between two buildings. The separation distances between the other buildings exceed 30 feet and the average separation distance is 34.2 feet, which complies with the minimum required average of 30 feet (regardless of unit size).

- 6. The sizes of the affordable units are not specified, but they are required to have a minimum of 1500 square feet and 3 bedrooms.
- 7. Both the old bylaw and the revised bylaw address the timing of construction regarding building the affordable units in proportion to the market rate units. Under the original approval, there were 15 market rate units and 3 affordable units. In the modification, there would be 16 market rate units and 2 affordable units. Fractions of units are not counted. The following chart indicates the ratio of issuing occupancy permits under both scenarios:

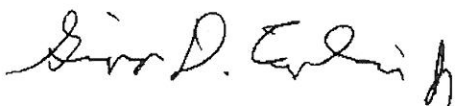
Market Rate	Affordable
Up to 30% of 15 or 16 = 4	None
30% + 1 of 15 or 16 = 5	At least 10% of 3 or 2 = 0
Up to 50% of 15 or 16 = 7 or 8	At least 30% of 3 or 3 = 0
Up to 75% of 15 or 16 = 11 or 12	At least 50% of 3 or 2 = 1
75% plus 1 of 15 or 16 = 12 or 13	At least 70% of 3 or 2 = 2 or 1
Up to 90% of 15 or 16 = 13 or 14	100% of 3 or 2 = 3 or 2

Therefore, under either scenario, no occupancy permit is allowed to be issued beyond 75% of the market rate units (i.e. beyond 11 under the current permit or beyond 12 if the modification is granted) until an occupancy permit is issued for one of the affordable units.

Under the current permit, no occupancy permit for a market rate unit beyond 75% plus 1 (12) is allowed until an occupancy permit is issued for the second affordable unit. Also, no occupancy permit beyond the 13th market rate unit should be issued until the third and final affordable unit has been issued an occupancy permit.

Under the proposed modification, no occupancy permit for a market rate unit beyond 90% (13) should be issued until the second and final affordable unit has been issued an occupancy permit.

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

Sincerely,

 Gino D. Carlucci, Jr.

Tetra Tech Rizzo
 One Grant Street
 Framingham, MA 01701

Project Williamsburg Way OSRD	Date 06-11-2013	Report No. 35
Location West Street, Medway, MA	Project No. 127-21583-10002	Sheet 1 of 1
Contractor Canesi Bros. Inc.	Weather A.M. 60 P.M.	Temperature A.M. 60 P.M.

FIELD OBSERVATIONS

On Tuesday, June 11, 2013 Dave Pellegrini from Tetra Tech visited the project site at the request of the Medway Planning and Economic Development Board to review the overall condition of the project site. The board requested the review in preparation for the Special Permit modification hearing scheduled for Tuesday evening (6/11/13).

1. There were two places where the bituminous concrete berm was broken. The longest section was a 30' length near the entrance to the subdivision.
2. There are other smaller damaged sections of berm throughout the development.
3. Portions of the landscaping have not been completed. This includes the grass between the berm and the sidewalk, the grass in the island near the open space parking, and the shoulders of the roadway in general.
4. There is a large puddle adjacent to the catch basin near Sta 1+00 (RT). The grades in this area should be investigated before placement of the Top Course.
5. The cross slope on a portion of the sidewalk near Sta 2+00 appears to be steep. This can be remedied during the installation of the Top Course.
6. A portion of the sidewalk near Sta 5+50 is damaged and requires repair.
7. A private utility box near Sta 9+75 is leaning and will require repair.
8. A couple of landscape trees are leaning and need to be straightened. They don't appear to be dead.

CONTRACTOR'S FORCE AND EQUIPMENT

WORK DONE BY OTHERS

Sup't		Bulldozer		Asphalt Paver		Dept. or Company	Description of Work
Foreman		Backhoe	0	Asphalt Reclaimer			
Laborers		Loader	0	Vib. Roller			
Drivers		Rubber Tire Backhoe/Loader		Static Roller			
Oper. Engr.		Bobcat		Vib. Walk Comp.			
Carpenters		Hoeram		Compressor			
Masons		Excavator		Jack Hammer			
Iron Workers		Grader		Power Saw			
Electricians		Crane		Conc. Vib.			
Flagpersons		Scraper		Tree Remover			
Surveyors		Conc. Mixer		Chipper			
		Conc. Truck		Screener		OFFICIAL VISITORS TO JOB	
		Pickup Truck		Drill Rig			
		Dump Truck 6 Whl		Boom Lift			
		Dump Truck 10 Whl		Water Tank			
		Dump Truck 14 Whl		Lull			
		Dump Truck 18 Whl		Gradall			

Police Details: n/a	RESIDENT REPRESENTATIVE FORCE	
Time on site: 8:00 A.M.-9:00 A.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative Dave Pellegrini	

Project Williamsburg Way OSRD	Date 06-11-2013	Report No. 35
Location West Street, Medway, MA	Project No. 127-21583-10002	Sheet 2 of 2
Contractor Canesi Bros. Inc.	Weather A.M. 60 P.M.	Temperature A.M. 60 P.M.

FIELD OBSERVATIONS CONTINUED

Schedule

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

New Action Items

- A. TT will discuss the items noted on page 1 and decide on an appropriate course of action.

Previous Open Action Items

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

Materials Delivered to Site Since Last Inspection:

- A. N/A







Susan Affleck-Childs

From: Karen Johnson [karen@chartweb.com]
Sent: Wednesday, June 05, 2013 4:50 PM
To: Susan Affleck-Childs
Subject: Medway Commons Site Plan Modification - Starbuck's - 67 Main Street

Susy,

As discussed yesterday, we are reviewing potential changes to the drive through configuration with Starbuck's this week. They are reevaluating the internal layout for the remodel of the space and these changes may impact the location of the pick-up window. We hope to have any plan changes completed shortly however this will not be in time for the scheduled June 11, 2013 hearing. As such, please consider this email a request for continuation of the hearing to July 23, 2013. We want to make sure we have enough time to complete the peer review as well as return to the Design Review Board if necessary prior to the hearing before the Planning and Economic Development Board. Please also consider this email a request for extension for an additional two weeks for the time required for a decision. Thank you for your cooperation and I appreciate the flexibility for the hearing continuation so that we are able to present a complete plan to the Board that satisfies our tenants needs.

Regards,

Karen

Karen Johnson, AICP
Charter Realty & Development Corp.
800 Westchester Avenue, Suite S-632
Rye Brook, NY 10573
914 701-4002 Fax 914 701-4003

1666 Massachusetts Avenue, Suite 4
Lexington, MA 02173
617 431-1091

karen@chartweb.com
www.chartweb.com



RECEIVED
JUN 05 2013
TOWN OF MEDWAY
PLANNING BOARD

Request for Extension of Deadline for Action by Medway Planning Board

6/7/13
Date

The undersigned applicant requests that the deadline for the Planning Board's action on the application for:

- an ANR Plan
- a Preliminary Subdivision Plan
- a Definitive Subdivision Plan
- an Adult Retirement Community Planned Unit Development (ARCPUD) Special Permit
- an Adaptive Use Overlay District (AUOD) Special Permit
- an Open Space Residential Development (OSRD) Special Permit
- a Scenic Road Work Permit
- Site Plan Approval

for the project entitled Medway Commons

be extended to August 6, 2013

Respectfully submitted,

Name of applicant: Karen Johnson Charities Realty & Development

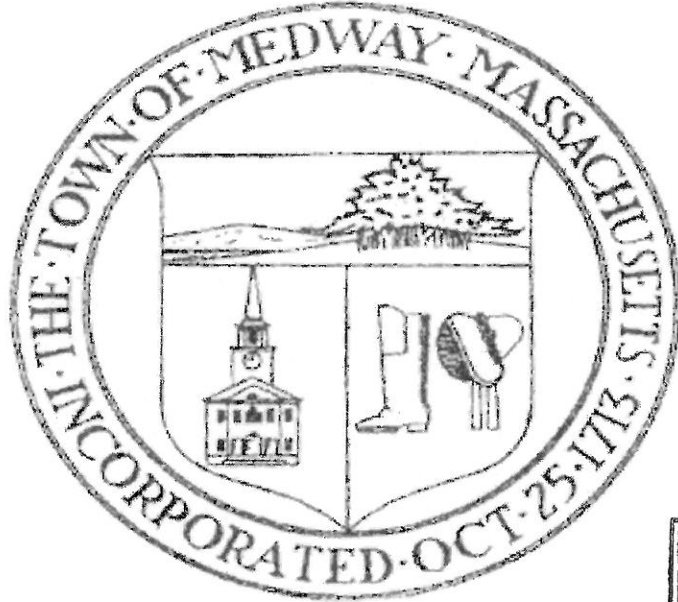
Signature of applicant or representative: [Signature]

Date approved by Planning Board: 6-11-13

Date of deadline extension: 8-6-13

ATTEST: [Signature]
Susan E. Affleck-Childs, Planning Board Assistant

PROPOSAL TO PROVIDE PLANNING SERVICES TO:



R E C E I V E D
JUN 05 2013

TOWN OF MEDWAY
PLANNING BOARD

TOWN OF MEDWAY

PGC Associates, Inc.
1 Toni Lane
Franklin, MA 02038-2648
gino@pgcassociates.com

June 3, 2013

PGC ASSOCIATES, INC.

1 Toni Lane
Franklin, MA 02038-2648
508.533.8106
gino@pgcassociates.com

June 3, 2013

Suzanne Kennedy, Town Administrator
Town of Medway
155 Village Street
Medway, MA 02053

Dear Ms. Kennedy:

Enclosed is a copy of my Technical Proposal for providing planning services to the Town of Medway. Also enclosed is a Price Proposal containing my proposed fee for these services.

I have very much enjoyed working with the Planning and Economic Development Board and the Town in general in providing these services for the past 11 years. It would be my pleasure and honor to continue to provide them.

I appreciate the opportunity to submit this proposal. I would be happy to address any questions you may have about it.

Sincerely,



Gino D. Carlucci, Jr.

PGC ASSOCIATES, INC.

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

PRICE PROPOSAL

PGC Associates, Inc.

Planning Services

June 3, 2013

July 1, 2013 – June 30, 2014:

Gino Carlucci -- \$90.00/hour

Nate Carlucci -- \$50.00/hour

July 1, 2014- June 30, 2016:

Gino Carlucci -- \$95.00/hour

Nate Carlucci -- \$55.00/hour

EXHIBIT A

STATEMENT OF UNDERSTANDING SCOPE OF SERVICES

Generally, I believe that my work in other towns and participation in regional and state organizations, such as the SouthWest Area Planning (SWAP) group, 495/Metrowest Corridor Partnership and Massachusetts Association of Planning Directors, exposes me to ideas, concepts and potential solutions that are applicable to Medway. This exposure also results in knowledge of current planning and land use issues and helps improve the quality of the desired scope of services. In addition, my experience working in a range of settings including a city of more than 500,000 and a town of under 4000, as well as different parts of the country and in the private sector helps provide a broad perspective in addressing issues.

More specifically, I propose the following tasks:

A. Planning and Economic Development Board

- Work with Planning and Economic Development Board and Town staff to review development project applications – I will review the plans and written documentation in light of applicable sections of the Zoning Bylaw, Planning Board Rules and Regulations, and Special Permit and Site Plan Rules and Regulations. I will then draft a letter noting instances where the plan is not in compliance with any of the above, In addition, where applicable, I will include additional comments that may raise questions about certain aspects of the plan or suggest areas or issues that may need to be addressed further.
- Assist in reviewing draft decisions of applications made to the Board – I will review drafts of decisions prepared by the Board's Planning and Economic Development Coordinator and/or prepare drafts as needed. In reviewing or drafting decisions, I will take notes of issues of concern raised during the public hearing, review comments from other reviewers, and, where applicable, review the minutes of public hearings to formulate or refine findings and/or conditions to be included in the decisions. In the case of subdivisions, I will also review the list of waiver requests and draft responses based on my knowledge of the Board's action on a previous similar request and/or based on discussions from the public hearing. In the case of special permits, I will address the special permit criteria based on the requirements of the Zoning Bylaw and the discussions at the public hearing. In all cases, I will note areas needing particular attention by using a bold font. In some cases alternative responses to waiver requests or possible conditions may be suggested.

As the Board reviews the first draft, I will note their responses or comments to the first draft and make changes as applicable. The changes in the second draft will be highlighted in bold font, and, as warranted, additions will be underlined and deletions will be shown with strikethrough font. This facilitates Board review of the second draft. This process will be repeated for any subsequent drafts.

- Work with the Board to develop and review zoning bylaw amendments on behalf of the Board and those bylaws presented by other Town boards by petition – I will assist the Board in determining the goal or objective of the bylaw in question (regardless of origin) and in evaluating whether the bylaw is consistent with the Town's Master Plan, Open Space and Recreation Plan, Housing Production Plan, or other plans of the town. I will perform research, as necessary, as part of such evaluation, and assist in formulating revisions that may result in closer conformity to such plans or goals.
- Work with the Board to develop Rules and Regulations for the Subdivision of Land, Site Plan Approval, Scenic Roads, Adult Retirement Community Planned Unit Developments, Open Space Residential Developments, and other Special Permit programs. – Again, the first step would be to determine if the regulation will be effective in achieving a particular goal or objective, and whether it is consistent with the Master Plan, or other goals of the town.
- Assist the Board in negotiating suitable mitigation measures to help manage the impact of such projects on the community – Suitable mitigation measures will be recommended and/or evaluated in terms of a nexus

with the proposed development and its impacts, as well as in accordance with applicable Town policies and precedents.

- Review applications transmitted to the Board by other Town entities, as appropriate – In the case of a Town entity submitting an application for a site plan or special permit, the application will be reviewed in the same manner as discussed in the first bullet point above. In the case of a Town entity requesting comments on an application or proposal, comments will be drafted for Board consideration in terms of the Board's statutory authority and/or its relation to the Master Plan, or other Town plan goal.
- Assist in updating and addressing action items in the Master Plan -- I will assist the Board in implementing action items in the Master Plan by providing research and analysis as needed, helping to identify innovative measures from other communities and assisting in formulating and refining proposed new bylaws and/or other growth management measures.
- Assist the Board in meeting statutory and policy requirements and other office duties when office staff is unavailable to do so –Being readily accessible, I have no problem covering the office when necessary. I can also assist in ensuring that statutory requirements such as hearing advertisements and filings with the Town Clerk are done in a timely manner.
- Assist with zoning map updates – I will assist the Board in evaluating and determining potential zoning map changes, and prepare potential map changes as requested.
- Prepare grant proposals on behalf of the Board – I have been successful in preparing grant applications for the Board and the Town to both state and federal agencies. These include MORE, CDAG, CDBG, Smart Growth Technical Assistance, Priority Development Fund, and Expedited Permitting (all state). I have also prepared grant applications for Hazard Mitigation (federal), and improving security at the schools (federal). Therefore, I would continue to be available to prepare a wide variety of grant applications that are a good match for the Town.

B. OTHER BOARDS/DEPARTMENTS

I have previously performed various tasks for other boards and departments of the Town including the Economic Development Committee, Affordable Housing Committee, Open Space Committee and Town Administrator. I would continue to be available to assist these or other Town boards/departments as needed.

C. SERVICE REQUIREMENTS

I am available to continue to meet the service requirements of the Town, including attendance at Board meetings, attendance at other meetings as requested by the Board and consultation with the Board office as needed. I also have the required equipment for communication and transportation as required. All work will be performed by me (Gino Carlucci) with occasional assistance in mapping or general research by Nate Carlucci.

EXHIBIT B

PROJECT TEAM

As stated above, Gino Carlucci will perform all work with occasional assistance provided by Nate Carlucci for mapping and general research. Resumes of each are attached.

VITA

GINO D. CARLUCCI JR.

1 Toni Lane
Franklin, Massachusetts 02038

(508) 533-8106 (C)
(508) 533-6170 (H)
gino@pgcassociates.com

PROFESSIONAL EXPERIENCE

TOWN OF SHERBORN

Sherborn, Massachusetts

Town Planner (1995-present)

Part-time position whose main responsibilities are to review development applications, draft revisions to Zoning Bylaw and Subdivision Rules and Regulations, conduct studies of Town Center or other specific issues, prepare and help implement master plan and assist residents with development-related issues. Drafted Planned Unit Development bylaw, wireless communications bylaw and regulations, a stormwater management bylaw and assisted in preparing Open Space Subdivision bylaw. Also represents Planning Board and Town to regional organizations.

PGC ASSOCIATES, INC.

Franklin, Massachusetts

Principal and Senior Planner (1989 - present)

Serves as consultant to Norfolk, Medway, Dover and Blackstone Planning Boards. Conducts policy and planning research and analysis, reviews plans, drafts decisions and manages implementation of projects. Assisted in preparation of a District Improvement Financing (DIF) program and MORE grant to extend sewer service to a business park. Prepared Chapter 43D Expedited Permitting grant application and program. Prepared open space and recreation plans for nine towns, prepared Community Development Plans for two towns, completed sewer expansion impact study, prepared market feasibility study for an industrial park, analyzed economic impacts of universities on central cities, conducted "environmental scan" for Dean College, and prepared several successful grant applications (including CDBG, PWED, MORE, Ready Resource, Self-Help, Smart Growth Technical Assistance, Priority Development Fund, and CDAG, about \$6 million). Also directed the design and/or construction of subdivisions (including infrastructure as well as houses) in Franklin and Shirley, MA, performed a feasibility and management study for an affordable housing project in Ashland, managed a downtown revitalization program in Franklin, and participated in a riverfront park design in Woonsocket, RI.

MORPHY MAKOFSKY MUMPHREY MASSON, INC.

Franklin, Massachusetts and New Orleans, Louisiana

Senior Planner (1985-1989)

Directed various research projects involving environmental and land use analysis, strategic and economic development planning, and economic base analysis. Managed an economic revitalization study. Provided project management services for an urban street reconstruction project. Participated in statewide transit plan, and airport master planning.

MAYOR'S OFFICE OF PLANNING AND DEVELOPMENT

New Orleans, Louisiana

Director of Analysis and Planning (1981-1985)

Director of Environmental Affairs (1978-1981)

Supervised staff of 20 to develop policy and manage programs involving environmental quality, transportation, recreation, emergency response, downtown and neighborhood development, and data analysis. Served as Mayor's liaison to numerous boards and commissions. Sample accomplishments:

Drafted and implemented a comprehensive environmental strategy for the City; completed new emergency response plan and conducted regular drills; developed bid specifications and negotiated lease with private developer for City-owned land; coordinated City's effort to implement a major mixed-use development on a site involving City, State, and Federal properties; led effort to create a Transportation Center Authority to upgrade the City's railroad station into a multi-modal facility; and procured and/or managed grants from the U.S. Departments of Transportation, Energy, Housing and Urban Development, and Interior, as well as the Environmental Protection Agency.

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

Baton Rouge, Louisiana

Coastal Resources Analyst (1977-1978)

Provided technical assistance to six jurisdictions in preparing local coastal management plans.

ACADEMIC EXPERIENCE

UNIVERSITY OF NEW ORLEANS

Special Lecturer, School of Urban and Regional Studies (Fall, 1982)
Environmental Planning, URBN 4140

Graduate Assistant, Urban Studies Institute (1976-1977)

EDUCATION

MURP Master of Urban and Regional Planning, 1978
University of New Orleans
New Orleans, Louisiana

A.B. Government, 1974
Georgetown University
Washington, D.C.

BOARDS AND COMMISSIONS

495/Metrowest Corridor Partnership Board of Directors (2003-present, Legislative Committee 2004-present, Executive Steering Committee, 2005-present)
Southwest Area Planning (SWAP) subregion of Metropolitan Area Planning Council (1995-present, Chair 1999-present)
Corporator, Strata Bank (1998-2009)
Franklin Water and Wastewater Task Force (1998-2000)
Georgetown Alumni Admissions Program (1994-present)
Franklin Industrial Development Finance Committee (1989-1999)
Economic Development Committee, United Chamber of Commerce (1993-1998)
Tri-Town Community Development Corporation (Board of Directors, 1994-1995)
Metacomet Land Trust (Board of Directors, 1988-1993)
Regional Planning Commission for New Orleans (1981-1985)
State Planning Council on Radioactive Waste Management (Alternate, 1980-1981)
New Orleans Mosquito Control Board (1979-1985)
Louisiana-Mississippi-Alabama Rapid Rail Transit Commission (Technical Advisory Committee, 1982-1985)
Louisiana Coastal Commission (Alternate, 1979-1984)
New Orleans Preservation Resource Center (1978-1980)

PROFESSIONAL ORGANIZATIONS

American Institute of Certified Planners
American Planning Association
Massachusetts Association of Planning Directors

HONORS

Metacomet Land Trust Award, 2008 (for ongoing efforts to preserve and protect open space)
Who's Who in the East 1999-2000, 1998
Louisiana Chapter, APA, Outstanding Planning Award, 1985
Outstanding Young Men in America, 1980, 1982

PUBLICATIONS

The Role of Colleges and Universities in Central City Vitality (with P. Carlucci), The National Center for the Revitalization of Central Cities, New Orleans: College of Urban and Public Affairs, University of New Orleans, 1998

An Innovative Financing and Incentive Package To Reduce Municipal Energy Consumption, Urban Consortium for Technology Initiatives, Washington, D.C.: 1984

Financial Options For Energy Efficiency: A Program to Reduce the Energy Cost Burden On Low Income Residents, Urban Consortium for Technology Initiatives, Washington, D.C.: 1983

Environmental Planning for Offshore Oil and Gas, Volume V: Regional Status Reports. Part 3: Gulf Coast Region. (with A. J. Mumphrey), The Conservation Foundation, Washington, D.C.: U.S. Fish and Wildlife Service, 1978

OCS Development in Coastal Louisiana: A Socio-Economic Impact Assessment (with A.J. Mumphrey and 9 others), a report to the Louisiana State Planning Office, New Orleans: Urban Studies Institute, University of New Orleans, 1977.

The Impacts of Outer Continental Shelf Development on Lafourche Parish, (with A.J. Mumphrey, F. Wagner, M. Landry, and J. Miller), a report to the Louisiana State Planning Office, New Orleans: Urban Studies Institute, University of New Orleans, 1976.

Nathan A. Carlucci

57 Washington Street, Apt. 2 Franklin, Massachusetts 02038 508.498.3552 nathan.carlucci@gmail.com

EDUCATION

Suffolk University Law School, Boston, Massachusetts

Juris Doctorate, May 2013

- Customized curriculum for a specialty in Land Use Planning including elective courses in Land Use, Fair Housing, Real Estate Litigation, Advanced Real Estate, Conveyances and Mortgages, Municipal Law, Administrative Law and Energy Law
- Authored a legal research paper analyzing smart growth principles for Massachusetts municipalities

University of Massachusetts Lowell, Lowell, Massachusetts

Bachelor of Arts, Economics, December 2008

EXPERIENCE

Gilmore, Rees, & Carlson, P.C., Franklin, Massachusetts

June, 2012 – Present

Law Clerk: Real Estate Department

- Researched issues arising in litigation matters in the areas of Land Use, Real Estate and Bankruptcy using Westlaw Next online and printed legal resources
- Prepared documents in connection with litigation for filing with state and federal courts, including Complaints, Answers, Motions and Memoranda of Law
- Drafted Real Estate documents in connection with conveyances including Deeds, Purchase and Sale Agreements, Declarations of Homesteads and Certificates of Trust and recorded them with Massachusetts registries of deeds

PGC Associates, Inc., Franklin, Massachusetts

January 2007- Present

Planning Associate

- Conducted research and drafted planning documents including Open Space and Recreation plans, Economic Development Plans and Housing Production Plans
- Analyzed municipal land use for development feasibility
- Created GIS maps with Arcview software to accompany plans
- Created, organized and maintained project records

Ranieri Real Estate, Franklin, Massachusetts

Summer, 2011

Intern

- Developed and maintained a database of residential and commercial tenants
- Managed and organized electronic and physical legal resources and subscriptions

U.S. Bureau of the Census, Boston, Massachusetts

April – August 2010

Decennial Census Operation Crew Leader

- Supervised 15 enumerators and 2 crew leader assistants during field operations
- Conducted training sessions for 17 trainees
- Assigned duty areas to employees, observed employees in the field, and provided on-the-spot assistance
- Reviewed and certified daily payroll and progress reports and ensured timely work completion

Professional Services Corporation, Foxboro, Massachusetts

Summer, 2006

Intern

- Observed subdivision construction in Eastern Massachusetts
- Tracked development phasing and installation inventory for subdivision construction
- Coordinated work with municipal offices and project representatives
- Maintained office records for construction observation

HOBBIES, INTERESTS AND ACTIVITIES

- Property management including a multi-family apartment building and a free-standing commercial building
- Member of 2012 Franklin Master Plan Committee and Community Services Subcommittee
- Captain of multiple teams in recreational sports leagues
- Eagle Scout

EXHIBIT C

LIST OF CLIENTS

2008-Present

Town of Medway (primarily Planning and Economic Development Board)

Town of Norfolk (primarily Planning Board)

Town of Dover (primarily Planning Board)

Town of Blackstone (Planning Board)

Town of Bellingham (Conservation Commission and Town Administrator)

Town of Natick (Open Space Advisory Committee)

Prior to 2005 (representative only, not a complete list)

Town of Ashland

Town of Medfield

Town of Franklin

Town of Walpole

City of Woonsocket

Downtown Franklin, Inc.

Dean College

Metacomet Land Trust

Trust for Public Land

Town of Uxbridge (Conservation Commission)

EXHIBIT D

PRIVATE SECTOR CLIENTS IN MEDWAY

PGC Associates, Inc. has not represented any private sector clients before any board in Medway during the previous five years.

EXHIBIT E

DESIGNATION OF PROJECT MANAGER

The project manager for this contract will be Gino Carlucci, who will do all assigned work with the assistance of Nate Carlucci on mapping and general research.

Tetra Tech
 One Grant Street
 Framingham, MA 01701

Project Fox Run Farm	Date 05-30-2013	Report No. 24
Location Holliston Street, Medway, MA	Project No. 127-21583-11001	Sheet 1 of 2
Contractor Dowling Corporation (Mike Rose)	Weather A.M. SUNNY P.M.	Temperature A.M. 80 P.M.

FIELD OBSERVATIONS

On Thursday, May 30, 2013 Steve Bouley from Tetra Tech (TT) visited the project site to observe the installation of the water service connection and sewer service connection for Lot #7 and general site conditions. The following observations were made:

1. Observations

- A. Dowling Co. was in the process of installing the water service connection upon arrival to the site. The service connection was made from the house to the existing curb stop which was previously installed by Dowling Co. in 2010. One length of 1" polyethylene tubing, approximately 40 ft. in length, was used to connect the house to the curb stop. The service was backfilled with sand in the pipe zone, warning tape was placed and then backfilled with excavated material to grade (see attached as-built provided by Dowling Co.).
- B. Dowling Co. was in the process of installing the sewer service connection upon arrival to the site. The service connection was made from the house to the existing stub with approximately 43 ft of 6" sdr 35 pvc pipe. The 6" pvc sewer pipe was backfilled 6" all sides with crushed stone in the pipe zone, warning tape was placed and then backfilled with excavated material to grade (see attached as-built provided by Dowling Co.).

CONTRACTOR'S FORCE AND EQUIPMENT

WORK DONE BY OTHERS

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

OFFICIAL VISITORS TO JOB

Police Details: n/a	RESIDENT REPRESENTATIVE FORCE	
Time on site: 8:30 A.M. - 8:45 A.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative: Steve Bouley	

Project Fox Run Farm	Date 05-30-2013	Report No. 24
Location Holliston Street, Medway, MA	Project No. 127-21583-11001	Sheet 2 of 2
Contractor Dowling Corporation (Mike Rose)	Weather A.M. SUNNY P.M.	Temperature A.M. 80 P.M.

FIELD OBSERVATIONS CONTINUED

2. Schedule

- A. TT will inspect the current condition of the site on an as needed basis.

3. New Action Items

- A. N/A

4. Previous Open Action Items

- A. Outback Engineering will shoot elevations to verify the vertical placement of the water quality unit and Cultec system. *Outback Engineering has provided an as-built of the drainage system to the satisfaction of TT. All elevations are within acceptable ranges as compared to the proposed design and we consider this item to be closed.*
- B. Grades appear to be high in several locations and spongy area in the roadway gravel base at approximate STA 0+50 was observed. TT will consult with Dowling about these issues. It appears that under an inch of compacted asphalt remains in this location due to the "pumping" effect of the gravel base when the roller passes over it. *The Owner is aware that the gravel in this location is not acceptable to pave over however due to scheduling there isn't enough time to excavate, replace and compact it today before paving. The Owner understands that this section of pavement will have to be cut out and replaced in the spring. The remainder of the roadway was in acceptable condition.*

5. Materials Delivered to Site Since Last Inspection:

- A. N/A



TOWN OF MEDWAY
DEPARTMENT OF PUBLIC SERVICES
MEDWAY, MASSACHUSETTS

Entrusted To
Manage The
Public
Infrastructure

Water Service Layout/Profile

- All connections within the building and to a point 10 feet outside of the building shall meet the requirements of the Massachusetts State Plumbing Code. All piping beyond **10** feet up to the property line (curb stop) shall meet AWWA standards. All piping within the Town right of way shall be Copper or C.L.D.I pipe on all buildings.
- By State Law, Dig-Safe must be contacted at least 72 business hours in advance of all non-emergency work in order to have all public utilities marked clearly. For all emergency work, Dig-Safe must be contacted within 2 hours of the start of work.
- **24-hour** notice is required for inspections. Do not backfill until after inspections are complete.
- Service connection to be shown on plan below with measurements.
- **This plan will be completed and submitted to the inspector at the time of inspection. If not complete you may be subject to penalties and fines.**

Service Address B Morning Star Drive Permit # 20130751

<p><i>Include street location on diagram</i> <i>Include all measurements and ties to building</i></p> <div style="text-align: center;"> <p>Building</p> </div>	<p>Date Completed: <u>5/30/13</u> Pipe Size <u>1</u> Inch (If more than one size, submit a detailed plan/drawing.)</p> <table border="1"> <tr> <td>Copper</td> <td><u>N/A</u></td> <td>Ft.</td> </tr> <tr> <td>C.L.D.I.</td> <td><u>N/A</u></td> <td>Ft.</td> </tr> <tr> <td>Plastic</td> <td><u>40'</u></td> <td>Ft.</td> </tr> <tr> <td>Total Length</td> <td><u>40'</u></td> <td>Ft.</td> </tr> </table> <p>Depth @ Bldg. <u>5.5'</u> Ft. Depth @ Street <u>5.5'</u> Ft. Fittings <u>N/A</u> Slope of Pipe <u>N/A</u></p>	Copper	<u>N/A</u>	Ft.	C.L.D.I.	<u>N/A</u>	Ft.	Plastic	<u>40'</u>	Ft.	Total Length	<u>40'</u>	Ft.
Copper	<u>N/A</u>	Ft.											
C.L.D.I.	<u>N/A</u>	Ft.											
Plastic	<u>40'</u>	Ft.											
Total Length	<u>40'</u>	Ft.											

Contractor Signature M. Rosa Date 5/30/13

DPS Inspector Signature [Signature] Date 5/30/13



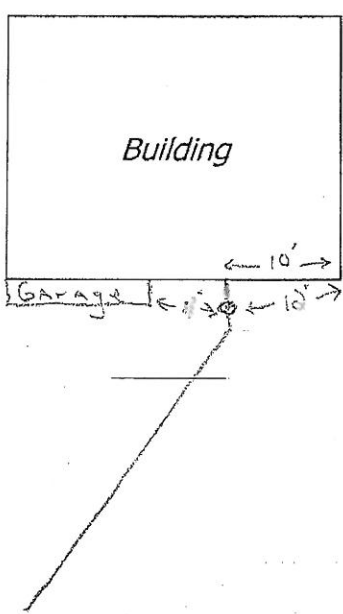
TOWN OF MEDWAY
DEPARTMENT OF PUBLIC SERVICES
MEDWAY, MASSACHUSETTS

Entrusted To
Manage The
Public
Infrastructure

Sewer Service Layout/Profile

- All piping within **10** feet of building will be C.I. or Schedule 40 PVC on residential and C.I. on commercial buildings.
- Cleanouts are required when total change in direction is greater than 22 degrees.
- By State Law, Dig-Safe must be contacted at least 72 business hours in advance of all non-emergency work in order to have all public utilities marked clearly. For all emergency work, Dig-Safe must be contacted within 2 hours of the start of work.
- **24-hour notice is required for inspections. Do not backfill until after inspections are complete.**
- Service connection to be shown on plan below with ties to cleanouts and L.F. of pipe used.
- **This plan will be completed and submitted to the inspector at the time of inspection. If not complete you may be subject to penalties and fines.**

Service Address 12 Morningside Drive Permit # 20130748

<p><i>Include street location on diagram</i> <i>Include all measurements</i></p>  <p>Building</p> <p>Garage</p> <p>10' →</p> <p>← 10'</p>	<p>Date Completed: <u>5/30/13</u> Pipe Size <u>6"</u> Inch (If more than one size, submit a detailed plan/drawing.)</p> <table border="1"><tr><td>PVC</td><td><u>43</u></td><td>Ft.</td></tr><tr><td>C.I.</td><td>_____</td><td>Ft.</td></tr><tr><td>Total Length</td><td><u>43</u></td><td>Ft.</td></tr></table> <p>Depth @ Bldg. <u>3"</u> Ft. Depth @ Street <u>5'</u> Ft. Fittings <u>one 6" 45° bend</u> <u>with clean out at</u> <u>building</u> Slope of Pipe _____</p>	PVC	<u>43</u>	Ft.	C.I.	_____	Ft.	Total Length	<u>43</u>	Ft.
PVC	<u>43</u>	Ft.								
C.I.	_____	Ft.								
Total Length	<u>43</u>	Ft.								

Contractor Signature M. Rose Date 5/30/13
DPS Inspector Signature [Signature] Date 5/30/13

Tetra Tech
 One Grant Street
 Framingham, MA 01701

R E C E I V E D
 JUN 05 2013

Project Fox Run Farm	Date 06-05-2013	Report No. 25
Location Holliston Street, Medway, MA	Project No. 127-21583-11001	Sheet 1 of 2
Contractor Dowling Corporation (Mike Rose)	Weather A.M. SUNNY P.M.	Temperature A.M. 75 P.M.

FIELD OBSERVATIONS

On Wednesday, June 5, 2013 Steve Bouley from Tetra Tech (TT) visited the project site to observe the installation of the water service connection and sewer service connection for Lot #4 (House #7) and general site conditions. The following observations were made:

1. Observations

- A. Dowling Co. was in the process of installing the water service connection upon arrival to the site. The service connection was made from the house to the existing curb stop which was previously installed by Dowling Co. in 2010. One length of 1" polyethylene tubing, approximately 43 ft. in length, was used to connect the house to the curb stop. The service was backfilled with sand in the pipe zone, warning tape was placed and then backfilled with excavated material to grade (see attached as-built provided by Dowling Co.).

- B. Dowling Co. was in the process of installing the sewer service connection upon arrival to the site. The service connection was made from the house to the existing stub with approximately 60 ft of 6" sdr 35 pvc pipe. The 6" pvc sewer pipe was backfilled 6" all sides with crushed stone in the pipe zone, warning tape was placed and then backfilled with excavated material to grade (see attached as-built provided by Dowling Co.).

CONTRACTOR'S FORCE AND EQUIPMENT

WORK DONE BY OTHERS

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

OFFICIAL VISITORS TO JOB

Police Details: n/a	RESIDENT REPRESENTATIVE FORCE	
Time on site: 9:30 A.M. - 10:00 A.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative: Steve Bouley	

Project Fox Run Farm	Date 06-05-2013	Report No. 25
Location Holliston Street, Medway, MA	Project No. 127-21583-11001	Sheet 2 of 2
Contractor Dowling Corporation (Mike Rose)	Weather A.M. SUNNY P.M.	Temperature A.M. 75 P.M.

FIELD OBSERVATIONS CONTINUED

2. Schedule

A. TT will inspect the current condition of the site on an as needed basis.

3. New Action Items

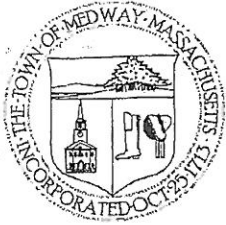
A. N/A

4. Previous Open Action Items

A. Grades appear to be high in several locations and spongy area in the roadway gravel base at approximate STA 0+50 was observed. TT will consult with Dowling about these issues. It appears that under an inch of compacted asphalt remains in this location due to the "pumping" effect of the gravel base when the roller passes over it. *The Owner is aware that the gravel in this location is not acceptable to pave over however due to scheduling there isn't enough time to excavate, replace and compact it today before paving. The Owner understands that this section of pavement will have to be cut out and replaced in the spring. The remainder of the roadway was in acceptable condition.*

5. Materials Delivered to Site Since Last Inspection:

A. N/A



TOWN OF MEDWAY
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MEDWAY, MASSACHUSETTS

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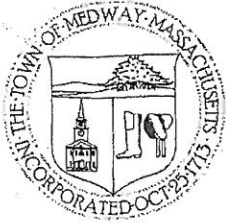
Water Service Layout/Profile

- All connections within the building and to a point 10 feet outside of the building shall meet the requirements of the Massachusetts State Plumbing Code. All piping beyond **10** feet up to the property line (curb stop) shall meet AWWA standards. All piping within the Town right of way shall be Copper or C.L.D.I pipe on all buildings.
- By State Law, Dig-Safe must be contacted at least 72 business hours in advance of all non-emergency work in order to have all public utilities marked clearly. For all emergency work, Dig-Safe must be contacted within 2 hours of the start of work.
- **24-hour** notice is required for inspections. Do not backfill until after inspections are complete.
- Service connection to be shown on plan below with measurements.
- **This plan will be completed and submitted to the inspector at the time of inspection. If not complete you may be subject to penalties and fines.**

Service Address 7 Morningside drive Permit # 20130749

<p><i>Include street location on diagram</i> <i>Include all measurements and ties to building</i></p> <p>Building Garage</p> <p>21' 46'</p>	<p>Date Completed: <u>June 5 2013</u> Pipe Size <u>1"</u> Inch (If more than one size, submit a detailed plan/drawing.)</p> <table border="1"><tr><td>Copper</td><td><u>N/A</u></td><td>Ft.</td></tr><tr><td>C.L.D.I.</td><td><u>N/A</u></td><td>Ft.</td></tr><tr><td>Plastic</td><td><u>43'</u></td><td>Ft.</td></tr><tr><td>Total Length</td><td><u>43'</u></td><td>Ft.</td></tr></table> <p>Depth @ Bldg. <u>5'</u> Ft. Depth @ Street <u>5'</u> Ft. Fittings <u>N/A</u></p> <p>Slope of Pipe <u>N/A</u></p>	Copper	<u>N/A</u>	Ft.	C.L.D.I.	<u>N/A</u>	Ft.	Plastic	<u>43'</u>	Ft.	Total Length	<u>43'</u>	Ft.
Copper	<u>N/A</u>	Ft.											
C.L.D.I.	<u>N/A</u>	Ft.											
Plastic	<u>43'</u>	Ft.											
Total Length	<u>43'</u>	Ft.											

Contractor Signature M. Rose Date 6/5/2013
DPS Inspector Signature Steve King Date 6/5/2013



TOWN OF MEDWAY
DEPARTMENT OF PUBLIC SERVICES
MEDWAY, MASSACHUSETTS

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Sewer Service Layout/Profile

- All piping within **10** feet of building will be C.I. or Schedule 40 PVC on residential and C.I. on commercial buildings.
- Cleanouts are required when total change in direction is greater than 22 degrees.
- By State Law, Dig-Safe must be contacted at least 72 business hours in advance of all non-emergency work in order to have all public utilities marked clearly. For all emergency work, Dig-Safe must be contacted within 2 hours of the start of work.
- **24-hour** notice is required for inspections. Do not backfill until after inspections are complete.
- Service connection to be shown on plan below with ties to cleanouts and L.F. of pipe used.
- **This plan will be completed and submitted to the inspector at the time of inspection. If not complete you may be subject to penalties and fines.**

Service Address 7 Morningside Dr. Permit # 20130746

<p>Include street location on diagram Include all measurements</p>	<p>Date Completed: <u>6/5/13</u> Pipe Size <u>6"</u> Inch (If more than one size, submit a detailed plan/drawing.)</p> <table border="1"> <tr> <td>PVC</td> <td><u>60'</u></td> <td>Ft.</td> </tr> <tr> <td>C.I.</td> <td><u>N/A</u></td> <td>Ft.</td> </tr> <tr> <td>Total Length</td> <td><u>60'</u></td> <td>Ft.</td> </tr> </table> <p>Depth @ Bldg. <u>2</u> Ft. Depth @ Street <u>8</u> Ft. Fittings _____ <u>Ty with clean out at building</u> Slope of Pipe <u>1/4" per Foot</u></p>	PVC	<u>60'</u>	Ft.	C.I.	<u>N/A</u>	Ft.	Total Length	<u>60'</u>	Ft.
PVC	<u>60'</u>	Ft.								
C.I.	<u>N/A</u>	Ft.								
Total Length	<u>60'</u>	Ft.								

Contractor Signature M. Rose Date 6/5/2013
DPS Inspector Signature Steve King Date 6/5/2013

Tetra Tech
 One Grant Street
 Framingham, MA 01701

Project Fox Run Farm	Date 06-06-2013	Report No. 26
Location Holliston Street, Medway, MA	Project No. 127-21583-11001	Sheet 1 of 2
Contractor Dowling Corporation (Mike Rose)	Weather A.M. SUNNY P.M.	Temperature A.M. 75 P.M.

FIELD OBSERVATIONS

On Thursday, June 6, 2013 Steve Bouley from Tetra Tech (TT) visited the project site to observe the installation of the water service connection and sewer service connection for Lot #9 (House #8) and general site conditions. The following observations were made:

1. Observations

- A. Dowling Co. was in the process of installing the water service connection upon arrival to the site. The service connection was made from the house to the existing curb stop which was previously installed by Dowling Co. in 2010. One length of 1" polyethylene tubing, approximately 24 ft. in length, was used to connect the house to the curb stop. The service was backfilled with sand in the pipe zone, warning tape was placed and then backfilled with excavated material to grade (see attached as-built provided by Dowling Co.).

- B. Dowling Co. was in the process of installing the sewer service connection upon arrival to the site. The service connection was made from the house to the existing stub with approximately 32 ft of 6" sdr 35 pvc pipe. The 6" pvc sewer pipe was backfilled 6" all sides with crushed stone in the pipe zone, warning tape was placed and then backfilled with excavated material to grade (see attached as-built provided by Dowling Co.).

CONTRACTOR'S FORCE AND EQUIPMENT

WORK DONE BY OTHERS

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

OFFICIAL VISITORS TO JOB

Police Details: n/a	RESIDENT REPRESENTATIVE FORCE	
Time on site: 9:30 A.M. – 10:00 A.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative: Steve Bouley	

Project Fox Run Farm	Date 06-06-2013	Report No. 26
Location Holliston Street, Medway, MA	Project No. 127-21583-11001	Sheet 2 of 2
Contractor Dowling Corporation (Mike Rose)	Weather A.M. SUNNY P.M.	Temperature A.M. 75 P.M.

FIELD OBSERVATIONS CONTINUED

2. Schedule
 - A. TT will inspect the current condition of the site on an as needed basis.

3. New Action Items
 - A. N/A

4. Previous Open Action Items
 - A. Grades appear to be high in several locations and spongy area in the roadway gravel base at approximate STA 0+50 was observed. TT will consult with Dowling about these issues. It appears that under an inch of compacted asphalt remains in this location due to the "pumping" effect of the gravel base when the roller passes over it. *The Owner is aware that the gravel in this location is not acceptable to pave over however due to scheduling there isn't enough time to excavate, replace and compact it today before paving. The Owner understands that this section of pavement will have to be cut out and replaced in the spring. The remainder of the roadway was in acceptable condition.*

5. Materials Delivered to Site Since Last Inspection:
 - A. N/A



TOWN OF MEDWAY
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Water Service Layout/Profile

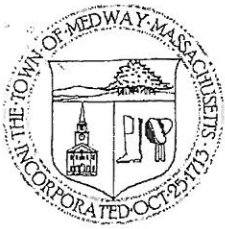
- All connections within the building and to a point 10 feet outside of the building shall meet the requirements of the Massachusetts State Plumbing Code. All piping beyond **10** feet up to the property line (curb stop) shall meet AWWA standards. All piping within the Town right of way shall be Copper or C.L.D.I pipe on all buildings.
- By State Law, Dig-Safe must be contacted at least 72 business hours in advance of all non-emergency work in order to have all public utilities marked clearly. For all emergency work, Dig-Safe must be contacted within 2 hours of the start of work.
- **24-hour** notice is required for inspections. Do not backfill until after inspections are complete.
- Service connection to be shown on plan below with measurements.
- **This plan will be completed and submitted to the inspector at the time of inspection. If not complete you may be subject to penalties and fines.**

Service Address 8 Morningside Dr Permit # 20130750

<p><i>Include street location on diagram</i> <i>Include all measurements and ties to building</i></p> <p style="text-align: center;">Building</p>	<p>Date Completed: <u>6/6/2013</u> Pipe Size <u>1"</u> Inch (If more than one size, submit a detailed plan/drawing.)</p> <table border="1"><tr><td>Copper</td><td><u>N/A</u></td><td>Ft.</td></tr><tr><td>C.L.D.I.</td><td><u>N/A</u></td><td>Ft.</td></tr><tr><td>Plastic</td><td><u>24'</u></td><td>Ft.</td></tr><tr><td>Total Length</td><td><u>24'</u></td><td>Ft.</td></tr></table> <p>Depth @ Bldg. <u>5.5'</u> Ft. Depth @ Street <u>5.5'</u> Ft. Fittings <u>N/A</u></p> <p>Slope of Pipe <u>N/A</u></p>	Copper	<u>N/A</u>	Ft.	C.L.D.I.	<u>N/A</u>	Ft.	Plastic	<u>24'</u>	Ft.	Total Length	<u>24'</u>	Ft.
Copper	<u>N/A</u>	Ft.											
C.L.D.I.	<u>N/A</u>	Ft.											
Plastic	<u>24'</u>	Ft.											
Total Length	<u>24'</u>	Ft.											

Contractor Signature M. Rose Date 6/6/13

DPS Inspector Signature [Signature] Date 6/6/13



TOWN OF MEDWAY
DEPARTMENT OF PUBLIC SERVICES
MEDWAY, MASSACHUSETTS

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Sewer Service Layout/Profile

- All piping within **10** feet of building will be C.I. or Schedule 40 PVC on residential and C.I. on commercial buildings.
- Cleanouts are required when total change in direction is greater than 22 degrees.
- By State Law, Dig-Safe must be contacted at least 72 business hours in advance of all non-emergency work in order to have all public utilities marked clearly. For all emergency work, Dig-Safe must be contacted within 2 hours of the start of work.
- **24-hour** notice is required for inspections. Do not backfill until after inspections are complete.
- Service connection to be shown on plan below with ties to cleanouts and L.F. of pipe used.
- **This plan will be completed and submitted to the inspector at the time of inspection. If not complete you may be subject to penalties and fines.**

Service Address 8 Morningside Drive Permit # 2013 0747

<p><i>Include street location on diagram</i> <i>Include all measurements</i></p> <div style="text-align: center;"> </div>	<p>Date Completed: <u>6/6/2013</u> Pipe Size <u>6</u> Inch (If more than one size, submit a detailed plan/drawing.)</p> <table border="1" style="width: 100%;"> <tr> <td>PVC <u>32'</u> Ft.</td> </tr> <tr> <td>C.I. <u>N/A</u> Ft.</td> </tr> <tr> <td>Total Length <u>32'</u> Ft.</td> </tr> </table> <p>Depth @ Bldg. <u>3</u> Ft. Depth @ Street <u>6</u> Ft. Fittings _____ <u>45° bend with</u> <u>clean out at building</u> Slope of Pipe <u>> 1/4</u> per Foot</p>	PVC <u>32'</u> Ft.	C.I. <u>N/A</u> Ft.	Total Length <u>32'</u> Ft.
PVC <u>32'</u> Ft.				
C.I. <u>N/A</u> Ft.				
Total Length <u>32'</u> Ft.				

Contractor Signature M. Rose Date 6/6/2013
DPS Inspector Signature [Signature] Date 6/6/13



MEMORANDUM

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

Fr: Steven Bouley–Tetra Tech (TT)

Re: **Lawrence Waste (49 Alder Street)
Site Review (Punch List Bond Estimate)
Medway, MA**

Dt: June 4, 2013

RECEIVED
JUN 05 2013

TOWN OF MEDWAY
PLANNING BOARD

On June 3, 2013 at the request of the Medway Planning and Economic Development Board, Tetra Tech (TT) performed a Punch List Bond Estimate inspection of The Lawrence Waste Facility located at 49 Alder Street against the approved plans dated January 10, 2012 revised March 26, 2012, the As-Built Plan dated May 10, 2013 and the response letter by Guerriere and Halnon, Inc. dated May 24, 2013. The following is a list of outstanding items and observations as compared to the above documentation:

Site

1. The owner should remove the construction fencing and mulch sock upon receiving the Certificate of Compliance from the Medway Conservation Commission.

It is in our opinion that all site activities have been completed satisfactorily as shown on the approved plans. If you have any questions or require additional information, please don't hesitate to contact me at (508) 903-2382.

Sincerely,

Steven Bouley
Civil Engineer



TETRA TECH

Bond Value Estimate

Lawrence Waste

49 Alder Street

Medway, Massachusetts

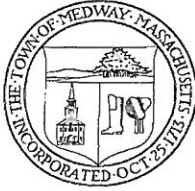
May 13, 2013 (revised June 4, 2013)

One Grant Street
Framingham, MA 01701
Tel 508.903.2000 Fax 508.903.2001

DESCRIPTION	QUANTITY	UNIT	UNIT COST	ENGINEERS ESTIMATE
Erosion Control Removal	1	LS	\$750.00	\$750
			Subtotal	\$750
			25% Contingency	\$188
			Total	\$938

Notes:

1. Unit prices are taken from the latest information provided on the Mass DOT website. They utilize the Mass DOT weighted bid prices (Combined - All Districts) for the time period 06/2012 - 06/2013.



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

AS

June 6, 2013

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

The term of office for the following members of the EDC expires on June 30, 2013:

Ann Sherry
James Byrnes

Ann Sherry wishes to be reappointed and I recommend you do so for a 2 year term through 6-30-2015.

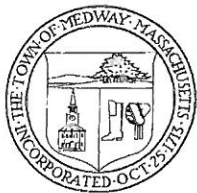
James Byrnes has not been able to be active and I recommend you do not reappoint him.

Chan Rogers has asked to be appointed to the EDC as a regular member and the EDC is glad to have his participation. I recommend you appoint Chan Rogers effective immediately for a term through 6-30-2015.

Andy Rodenhiser has served as the PEDB's representative to the EDC.

NOTE – FYI . . . the other continuing EDC members are: Ray Himmel, Ken Bancewicz and Paul Yorkis. Their term of office expires 6-30-2014.

The Medway General Bylaw which established the EDC provides for up to 11 members. So, we clearly are in need of some additional people to serve on the EDC. EDC members have to reside OR work in the community.



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

apmef

June 10, 2013

TO: Planning and Economic Development Board
FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator
RE: Appointments to the Medway Design Review Committee



The term of office for current DRC members Julie Fallon and Rod MacLeod and Associate DRC Member Bruce Hamblin expires on June 30, 2013.

I would recommend re-appointing Julie Fallon and Rod MacLeod for another 2 year term through 6-30-2015. Each has been an active member of the DRC. Both Julie and Rod wish to be re-appointed.

Presently, the other members of the DRC are:

- Mary Weafer (term thru 6-30-14)
- Matt Buckley (term thru 6-30-14)
- Rachel Walsh (term thru 6-30-14)

Karyl Spiller-Walsh has served as the PEDB's representative on the DRC.

The provisions of the Medway General Bylaw which established the DRC require that there be at least 5 members; a maximum number of members is NOT specified.

The Bylaw provides that the DRC is to include one member of the Planning Board and a representative of the Medway Business Council (MBC). In recent years, the Medway Business Council has not been able to supply a representative to serve on the DRC. Matt Buckley and I continue to stay in touch with the MBC and we are hopeful that a possible candidate might be able to become involved in the fall of 2013.

The remaining members of the DRC are to have experience and/or training in architecture, landscape design, site design, graphic design, sign design, planning, or other suitable professions that could be helpful to the Committee's work.