

July 9, 2013
Medway Planning and Economic Development Board
155 Village Street
Medway, MA 02053

BOARD MEMBERS PRESENT: Bob Tucker, Tom Gay, and Karyl Spiller-Walsh

ABSENT WITH NOTICE: Andy Rodenhiser and Matthew Hayes

ALSO PRESENT: Susy Affleck-Childs, Planning and Economic Development
Coordinator
Amy Sutherland, Meeting Recording Secretary
Dave Pellegrini, Tetra Tech

Vice Chairman Tucker opened the meeting at 7:00 pm.

Citizen Comments

Resident, Richard DiIulio of 7 Massasoit Street asked if there will be any observations completed during construction at the Charles River Village project (off of Neelon Lane).

Engineering consultant Dave Pellegrini of Tetra Tech responded that there was pre-construction meeting held on June 14, 2013. The members at the meeting were the developer, John Claffey, the contractor on project, public works director Tom Holder and planning and economic development coordinator Susy Affleck-Childs.

Consultant Pellegrini indicated that he had conducted a site visit at Charles River Village to view the land clearing. The report dated July 3, 2013 was provided to the Board. **(See Attached)** Dave reported that the majority of the trees and brush from the interior have been removed. The stumps are not removed yet. The limits of clearing were reviewed. Most of the trees which came down were pine. There will need to be swales put in place. The sewer will be going in soon. Dig Safe was at the site. Dig Safe is not required to inform the residents and are able to go on private property.

Tri Valley Commons Site Plan – Public Hearing Continuation

Vice Chairman Tucker noted that since the PEDB has one of its members not able to attend tonight, the public hearing for the Tri Valley Commons site plan will be continued to a future date.

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to continue the public hearing for Tri Valley Commons meeting to Tuesday, July 16, 2013 at 7:15 pm.

Susy Affleck-Childs informed the members of the Board that she contacted the following representatives about the cancellation of tonight's public hearing.

Attorney for applicant, Joseph Antonellis
Tom Holder who called John Diaz at GPI
Paul LePierre, at Medway Shopping Center who contacted Bethany Bartlett and Giles Hamm
Dave Pellegri who contacted Mike Hall
Karen Johnson who contacted Jason Plourde
Paul Faxon who contacted Dr. Cooper and Bob Michaud
Matt Buckley who contacted Julie Fallon
Karyl Spiller-Walsh who contacted Dan Hooper
Gino Carlucci
David Cassidy

Construction Reports:

Applegate Farm Subdivision

The Board is in receipt of a construction report from Tetra Tech dated June 26, 2013. (See Attached).

Consultant Pellegri indicated that since there is a lack of established cover uphill, there is sand and sediment washing into the roadway. Dave will provide follow-up with the applicant about this issue.

The drainage basin is functioning well and there is no standing water. There is overgrowth and this will need to be maintained and mowed during the growing season.

Susy Affleck-Childs would like to see this monitored on a regular basis maybe twice a year.

The Board discussed that it would be beneficial for the applicant to be made aware that there will need to be additional funds added to the construction estimates for preconstruction and post construction inspections of the stormwater drainage facilities.

Consultant Pellegri will check with the Conservation Commission to see if they will be checking on the stormwater operation and maintenance plan.

Consultant Pellegri also indicated that he will be creating a folder for the individual development projects which will include all reports on the designated projects. These folders will be handed over to the Planning and Economic Development Board once the project is completed.

Proposal for Engineering, Plan Review, & Construction Inspection Services:

The Board is in receipt of a proposal for Engineering, Plan Review and Construction Inspection Services dated June 20, 2013 from Tetra Tech.

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted to recommend to the Board of Selectmen to enter into a contract with Tetra Tech for three years through June 30, 2016 pursuant to proposal provided.

Dave Pellegrini has informed Town Counsel about the representative from his company that is working for the developer of the proposed Milford Casino project. Dave has contacted the State Ethics Commission. Town Counsel will review this and provide a letter.

There was a question about if the selection of Tetra Tech needed to go through the RFP process. Susy explained that the rules regarding this process have changed; engineering and planning consultants are exempt from the RFP process. This kind of service does not need to follow the 30B procurement based on advice of Town Counsel.

PEDB Minutes:

June 25, 2013:

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to accept the minutes from the June 25, 2013 meeting as drafted.

Draft policy on Consultant Review Fees, Advertising and Bonds

(See Attached draft prepared by Susy Affleck-Childs) The Board had a discussion about the policy for the requirements to establish a plan review accounts. It was recommended to create a single sheet which would explain to the applicants the money allocation required. There was also a recommendation to keep the money consistent throughout the document. It was suggested changing the minimum plan review account balance to \$2,500 to be consistent with the required advance payment amount. In regards to the performance bonds, the current established policy is that \$40,000 will be retained in a bond amount until all work is completed. Some of the members expressed that this is a big amount for a small developer. There was a suggestion to tie a minimum percentage to the total of the bond based on a possible phasing of the project while keeping it at the principal level for the bond. Member Gay will help Susy to draft language to relative to performance bonds. There was also a suggestion to split up the invoices to the developer into categories. ex. legal, engineering, etc.

Susy will follow-up with Consultant Pellegrini to get Tetra Tech invoices on a monthly basis.

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to adjourn the meeting at 8:30 pm.

The meeting adjourned at 8:30 pm.

Respectfully Submitted,


Amy Sutherland
Recording Secretary

Edited by,


Susan E. Affleck-Childs
Planning and Economic Development Coordinator



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July 3, 2013

TOWN OF MEDWAY
PLANNING BOARD

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

**Re: Tri Valley Commons
72 Main Street
Medway, Massachusetts
Traffic Impact and Access Study Review**

Dear Mr. Rodenhiser:

On behalf of the Medway Planning and Economic Development Board, Tetra Tech (TT) has reviewed the following documents related to the application for the Tri Valley Commons project located at 72 Main Street (Route 109) in Medway, Massachusetts:

1. Traffic Impact and Access Study prepared by Green International Affiliates, Inc., dated December 2012;
2. Site Plans prepared by Guerriere & Hanlon, Inc. dated January 11, 2013;
3. Response to Comments letter prepared by Green International Affiliates, Inc., dated April 18, 2013;
4. Traffic Impact and Access Study – Saturday Supplemental Analysis prepared by Green International Affiliates, Inc., dated April 2013 and received on May 1, 2013;
5. Supplemental traffic operations and queuing data provided by Green International Affiliates, Inc. received on May 6, 2013;
6. Simtraffic queuing data for the Saturday peak hour provided by Green International Affiliates, Inc. received at the May 8, 2013 Planning and Economic Development Board meeting; and,
7. Updated Traffic Signal Operations – with Cooper Site letter from Green International Affiliates, Inc., dated June 26, 2013.

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

With the information provided in the June 26, 2013 submittal, the applicant has modified the site plan and the proposed site driveway signal to address the major issues that have been discussed at the last three Planning and Economic Development Board meetings. These issues or items include:

- Added a 200-foot exclusive right turn lane on the Route 109 westbound approach to the proposed site drive.
- Modified the Dunkin Donuts approach to the propose signal to include access and egress for the adjacent property to the east (Dr. Cooper's), and to provide a better alignment with the proposed site driveway on the opposite side of Route 109.
- Revise the signal phasing scheme to eliminate the "split phasing", which will improve the efficiency of the signal and allow for a shorter cycle lengths, consistent with the cycle length proposed for the Route 109 project.
- Provided signal coordination between the proposed site driveway and the intersections of Route 109 at Holliston Street and the Medway Commons driveway.
- Provided right-in/right-out operations at the Papa Gino's driveway.
- Provided pedestrian crosswalk and signal equipment at the propose site driveway signal for pedestrian crossings of Route 109.
- Installation of "DO NOT BLOCK INTERSECTION signs on the site driveway in advance of the cross-connection roadway to Gould's Plaza.

Based on our review of the data provided in the most recent submittal, we offer the Board the following observations or recommendations:

1. With the geometric and signal changes now proposed by the applicant, the intersection at the site driveway will function adequately in the morning, afternoon and Saturday peak hours in terms of vehicular delay (level of service - LOS). The analysis indicates that operations will be in the LOS A to LOS C range in all peak periods.
2. The most critical aspect of the signal operations that has been discussed at the previous meetings was the westbound queues at the proposed signal, and the potential impact of those queues on operations at the intersection of Route 109 and Holliston Street. This was of particular concern during the Saturday peak hour when previous queue analyses indicated that the queue could extend back to Holliston Street.

With the currently proposed geometry, signal cycle lengths and signal phasing plans, the weekday morning and afternoon queues should not impact operations at Holliston Street, as the queues are well less than the distance between the intersections, which is approximately 800 feet. During the Saturday peak hour the average queue is projected to be approximately 525 feet in length. The 95th percentile queue is projected to be approximately 765 feet, which is close, but less than the distance between the intersections.

The applicant proposes a post-opening monitor program. We concur and believe that monitoring the queues on the westbound approach will be important element of the project's monitoring program. If the monitoring indicates that the queues are interfering with operations at the Route 109/Holliston Street signal, the applicant has offered installation of queue detectors on Route 109 as a means to mitigate this impact. In the June 26th letter, the applicant's engineer references that MassDOT District 3 uses this technique to manage queues elsewhere. It would be very helpful if they could provide specific examples of where MassDOT has used the detectors so the applicability of this approach to the Route 109 situation can be evaluated.

3. The most recent analysis results indicate that the average queues on the Holliston Street northbound approach to Route 109 will increase with the additional trips traveling to the site as compared to the No-Build conditions. The average queues will potentially block the Medway Commons driveway in the afternoon peak (calculated queue = 240 feet, distance from signal = 220 feet). The monitoring program proposed by the applicant should also include observations on the Holliston Street northbound approach to the Route 109 signal.
4. With regards to the traffic monitoring program, we suggest that the program include the following elements:
 - Traffic counts at the site driveway to confirm the trip generation and trip distribution estimates made in the various traffic studies for the weekday AM, weekday PM and Saturday peak hours.
 - Queue observations on the Route 109 westbound approach to the site drive.
 - Queue observations on the Holliston Street northbound approach to Route 109. If the queues extend south and block left turn egress from the Medway Commons drive, installation of "DO NOT BLOCK INTERSECTION" signs may be warranted.
 - Observations at the intersection of the project site drive and the cross-connection to the Gould's Plaza. If the exiting queues block this

intersection and cause problems on the entry lane, "do not block the box" type pavement markings may need to be installed to strengthen the message for drivers.

- The applicant's engineer should prepare a written report summarizing the results of the monitor program, including the raw count data.
 - The monitoring should be undertaken approximately six months after opening of the project and during seasonally typical traffic periods (e.g., avoiding the Christmas shopping season). Ideally, the counts would be conducted when the development is at least 75 percent occupied.
5. We also suggest that, if the project is approved, as the design of the proposed site drive signal advances from the conceptual level towards construction level drawings, a submittal schedule should be worked out with the Town and the plans be reviewed by one of the Town's consultant (GPI or Tetra Tech).

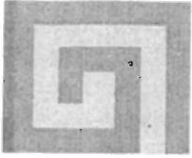
Thank for the opportunity to provide the Town of Medway with these peer review services. We trust that you will find the above comments helpful in your review of the proposed application. If you have any questions or comments regarding the above information, please feel free to contact me at (508) 903-2038.

Very truly yours,



Michael J. Hall
Senior Project Manager

Cc: Dave Pellegrini, Tetra Tech
John Diaz, GPI



GREEN INTERNATIONAL AFFILIATES, INC.
239 LITTLETON ROAD, SUITE 3, WESTFORD, MA 01886
TEL (978) 923-0400 FAX (978) 923-0404

June 26, 2013

Ms. Susan Affleck-Childs
Planning Coordinator
Medway Planning and Economic Development Board
155 Village Street
Medway, MA 02653

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JUN 27 2013

TOWN OF MEDWAY
PLANNING BOARD

Re: Proposed Traffic Tri Valley Commons
Updated Traffic Signal Operations - with Cooper Site

Dear Susan,

Based on the discussion that occurred at the last Planning Board meeting in relation to the Proposed Tri Valley Commons project, the additional review comments provided by the Town's consultants and others, and input provided by the Planning Board, an updated and final set of level of service calculations and simulation runs were completed for the AM, PM and Saturday Midday peak hours. Modifications to the proposed Route 109 access plan were also prepared. In completing this work, the following was incorporated:

- The evaluation presumes a concept of a shared access drive between Dunkin Donuts and Dr. Cooper. An estimate of peak hour traffic based on ITE and an estimate of square footage of the office has been incorporated into the morning and afternoon peak hours. The concept of that plan has been enclosed with this submittal. It is largely based on the picture shown by Dr. Cooper's traffic consultant at the last meeting.
- The traffic signal timings for the PM peak hour were done for a 90 second cycle as requested. The key timing inputs (i.e. initial green, extensions, yellow-red) were reviewed and adjusted within reason to be as consistent as possible with the GPI analysis sheets provided in the Functional Design Report (FDR) with some further modifications as shown on the 25% design plans for the Town. If there was further analysis completed by GPI subsequent to the FDR, it has not been provided. The phase timings may be adjusted due to the inclusion of Tri Valley volumes and signal as part of the coordination.
- In addition to the 90 second cycle, a 100 second cycle was also tested for Saturday conditions to assess if it better resolved the westbound queue issue while at the same time not varying a great degree from the 90 second cycle results. Key inputs on signal timings used in the PM peak hour were also used in the Saturday analyses. It has been analyzed as a coordinated system for Saturday conditions. (Note: Saturday was not evaluated as part of GPI 25% design). The 100 second cycle provided better results in both operations and the westbound queue and was selected as the cycle length for the Saturday peak period.
- Once the timing plans were finalized for the PM and Saturday conditions, a level of service analysis for the morning peak based on a 90 second cycle was completed for informational purposes. The morning period is not expected to be the critical period along the corridor given its retail characteristic and would be minimally impacted by the subject development.

CIVIL AND STRUCTURAL ENGINEERS

The following summarizes the changes to the plan, results of the analysis and some final responses to comments made at the last meeting. Tables 1 and 2 are attached that present the level of service and queue results while the calculation sheets are appended.

1. The conceptual access plan that incorporates Dr. Cooper's access into the proposed traffic signal also allows for some minor alignment changes to eliminate any skew in the intersection layout. The concept plan illustrated is in relation to the proposed future Town design for Route 109 plans. A meeting was conducted between the Proponent, the Proponent's engineer, Dunkin Donuts and their traffic engineer and the traffic engineer for Dr. Cooper. At that meeting, a general concurrence formed with the intersection design at this location that is depicted on the conceptual plan. It is very similar to the MDM illustration present at the last hearing.
2. The revised intersection design with the shared Dunkin/Cooper drive allows for some adjustment to the alignment of the minor approaches that addresses the issue with simultaneous left turn movements from Route 109.
3. The latest analysis incorporates an approximate 200 foot westbound right turn lane into the Tri Valley Commons project as requested by the Planning Board. It also includes a right in-right out drive at the Gould's Plaza site.
4. While we have not seen the documentation that indicates that the existing two way left turn lane (TWLTL) has created the major safety problem along the Route 109 commercial section, the short TWLTL previously shown in front of the Shell Station and Long Distance Tire has been eliminated as requested at the last meeting by GPI. It has been converted to a westbound left turn lane only and ties into the long westbound left turn lane leading up to the Medway West-Post Office traffic signal as shown on the GPI 25%. If Tri Valley remains ahead of the overall Route 109 project, the markings at the proposed intersection would match into the existing TWLTL just west of the proposed project limit. That proposed marking plan was previously submitted.
5. The updated and refined LOS analyses and simulations have indicated that each of the intersections will operate at reasonable levels of service under Build peak hour conditions. Tables 1 and 2 present the results for the Build conditions for the preferred cycle length. . The PM peak hour westbound queue to the Tri Valley signal is estimated to be on average 237 feet long with a 95th queue length estimated at 460 feet. Under Saturday Build conditions, the analysis has shown generally reasonably acceptable levels of service at each of the intersections. In terms of vehicle queuing, the average westbound queue to the Tri Valley signal is estimated to be 527 feet in length while the 95th percentile queue is estimated to be 766 feet.

In summary the project has been evaluated under conservative forecasts and has been shown that for the most part, the "worse case" traffic generation can be assimilated into the abutting roadway network with relatively small impacts to the future levels of service nearby signalized intersections and vehicle queues can be generally managed. The addition of the long right turn lane into the site will alleviate the queue issue to a large degree. On occasion during the Saturday peak hour, the analysis has shown that the westbound queue could potentially extend near to Holliston Street from the proposed site drive.

Ms. Susan Affleck-Childs
Re: Proposed Tri-Valley Commons Updated Traffic Analysis
June 26, 2013
Page 3

As raised previously as part of the discussion, it may be possible to incorporate queue detection as part of the signal plan now or in future in order to increase the management of the westbound queue. Simply because one engineer has not heard or used queue detection on arterials, it does not mean the technique is not feasible. MassDOT District 3 uses a few in certain areas to help manage critical queuing.

Ultimately, the proposed access plan will be consistent with the Route 109 project, provide for shared access and driveway consolidation between Dunkin Donuts/Dr. Cooper's medical office and Gould's Plaza. Furthermore, the Proponent has committed to installing the right turn lane in the westbound direction approaching the site drive, re-designing the Gould's access drive and constructing the sidewalk along the north side of Route 109 abutting the site's frontage. Other positive aspects of the proposed access plan include:

- Coordinating the new signal with the two existing signals to the east prior to the Route 109 project being implemented;
- Utilizing the Route 109 specifications for the new traffic signal at the site drive to ensure consistency and combined with the roadwork, likely reduce the public cost of the Route 109 project by approximately \$400,000; and
- Providing pedestrian control at the new signal and a walkway connection between Main Street and the project site.

We also propose to monitor the project once occupied in order to determine if refinements to the signal timing is needed. It continues to be our opinion that the trip forecasts used in the analysis are conservatively high and the monitoring is likely to indicate lower site generation and less impact. However, if determined that the queue issue persists, the queue detection could be installed at that time.

As indicated in the past, we will continue to work with the Town's consultants, as final design of the roadway and signal progresses. If there are any further questions, do not hesitate to contact me at 978-923-0400.

Very truly yours,
GREEN INTERNATIONAL AFFILIATES, INC.

Bill

William J. Scully, P.E.

Attachments

Cc R. Calarese
J. Antonellis
M. Hall
J. Diaz

RECEIVED
JUN 27 2010



TOWN OF MEDWAY
PLANNING BOARD

TABLE 1
SUMMARY OF LEVEL OF SERVICE - FINAL
TRI-VALLEY COMMONS – MEDWAY PROJECT
SIGNALIZED INTERSECTIONS FOR PEAK HOURS

	Future Build AM			Future Build PM			Future Build SAT		
	90 sec cycle			90 sec cycle			100 sec cycle		
	v/c	Delay	LOS	v/c	Delay	LOS	v/c	Delay	LOS
Main Street at Site Drive/Dunkin									
Northbound Thru/Left	0.32	39.1	D	0.18	33.1	C	0.23	38.6	D
Northbound Right	0.09	37.8	D	0.02	29.1	C	0.03	33.2	C
Southbound Thru/Left	0.48	39.7	D	0.81	56.2	E	0.76	53.2	E
Southbound Right	0.01	37.5	D	0.05	32.2	C	0.05	37.3	D
Eastbound Left	0.09	2.5	A	0.31	11.5	B	0.77	45.7	D
Eastbound Thru/Right	0.77	5.6	A	0.67	15.3	B	0.79	18.6	B
Westbound Left	0.24	4.8	A	0.06	4.7	A	0.16	14.1	B
Westbound Thru	0.60	5.9	A	0.84	16.4	B	0.99	39.2	D
Westbound Right	0.02	3.2	A	0.05	5.1	A	0.12	15.0	A
Overall	0.65	9.4	A	0.80	19.7	B	0.93	31.2	C
Main Street at Holliston Street									
Northbound Left	0.88	43.9	D	0.98	78.1	E	0.87	48.0	E
Northbound Thru/Right	0.79	39.3	D	0.48	32.1	C	0.52	38.1	D
Southbound Left	0.43	30.2	C	0.45	30.8	C	0.57	38.6	C
Southbound Thru	0.91	69.5	E	0.88	62.1	E	0.76	60.4	E
Southbound Right	0.11	24.5	C	0.47	30.7	C	0.34	35.3	C
Eastbound Left	0.38	14.4	B	0.84	38.8	D	0.77	38.2	D
Eastbound Thru	0.91	30.6	C	0.65	19.0	B	0.67	14.6	C
Eastbound Right	0.13	11.6	B	0.18	23.0	C	0.18	8.3	D
Westbound Left	0.12	27.1	C	0.12	11.9	B	0.11	12.3	B
Westbound Thru	0.75	30.6	C	0.89	31.8	C	0.84	29.1	C
Westbound Right	0.02	11.2	B	0.07	10.4	B	0.10	11.4	A
Overall	0.81	34.1	C	0.89	34.2	C	0.33	28.8	C



TABLE 1 - continued
SUMMARY OF LEVEL OF SERVICE - FINAL
TRI-VALLEY COMMONS – MEDWAY PROJECT
SIGNALIZED INTERSECTIONS FOR PEAK HOURS

	Future Build AM			Future Build PM			Future Build SAT		
	90 sec cycle			90 sec cycle			100 sec cycle		
	v/c	Delay	LOS	v/c	Delay	LOS	v/c	Delay	LOS
Medway Commons/Walgreens									
Northbound Left/Thru	0.62	45.7	D	0.70	45.4	D	0.79	54.4	D
Northbound Right	0.07	36.8	D	0.05	33.2	C	0.08	34.5	C
Southbound Left	0.03	36.7	D	-	-	-	0.08	34.5	C
Southbound Thru/Right	0.01	36.6	D	0.06	33.2	C	0.08	34.5	C
Eastbound Left	0.21	30.9	C	0.29	43.1	D	0.46	47.6	D
Eastbound Thru	0.49	3.3	A	0.50	9.1	A	0.49	9.0	A
Eastbound Right	0.11	0.9	A	0.15	6.5	A	0.18	6.7	A
Westbound Left	0.49	41.0	D	0.65	47.1	D	0.63	52.0	D
Westbound Thru/Right	0.36	5.5	A	0.58	9.7	A	0.56	12.3	B
Overall	0.50	10.5	B	0.59	15.4	B	0.63	19.2	B
Main Street at Post Office/Medway SC West									
Northbound All	0.15	41.5	D	0.21	40.8	D	0.11	40.6	D
Southbound All	0.49	43.4	D	0.41	41.9	D	0.56	44.7	D
Eastbound Left	0.18	5.9	A	0.16	6.1	A	0.59	30.2	C
Eastbound Thru/Right	0.82	15.6	B	0.58	7.4	A	0.86	18.6	B
Westbound Left	0.05	15.2	B	0.08	3.5	A	0.15	7.1	A
Westbound Thru/Right	0.54	7.7	A	0.74	11.3	B	0.99	39.2	D
Overall	0.74	13.3	B	0.68	11.0	B	0.97	30.2	C



TABLE 2
SUMMARY OF VEHICLE QUEUES - FINAL
TRI-VALLEY COMMONS – MEDWAY PROJECT
SIGNALIZED INTERSECTIONS FOR PEAK HOURS

	Build AM 90 sec cycle		Build PM 90 sec cycle		Build SAT 100 sec cycle	
	Avg Q	95 th Q	Avg Q	95 th Q	Avg Q	95 th Q
<i>Main Street at Site Drive/Dunkin</i>						
Northbound Thru/Left	30	77	16	37	21	52
Northbound Right	46	80	15	33	28	59
Southbound Thru/Left	28	64	112	190	105	177
Southbound Right	9	30	39	73	39	79
Eastbound Left	22	51	46	99	71	106
Eastbound Thru/Right	72	132	103	144	125	115
Westbound Left	40	82	14	47	29	85
Westbound Thru	90	199	237	460	527	766
Westbound Right	6	24	23	94	98	283
<i>Main Street at Holliston Street</i>						
Northbound Left	144	214	193	240	180	208
Northbound Thru/Right	202	388	228	598	381	562
Southbound Left	52	105	89	184	95	171
Southbound Thru	124	236	302	567	136	315
Southbound Right	54	126	156	231	115	192
Eastbound Left	64	135	131	245	149	252
Eastbound Thru	261	433	268	556	250	576
Eastbound Right	39	178	49	189	35	170
Westbound Left	6	28	32	101	28	99
Westbound Thru	140	250	398	640	480	706
Westbound Right	5	53	145	240	59	199



TABLE 2 - continued
SUMMARY OF VEHICLE QUEUES - FINAL
TRI-VALLEY COMMONS - MEDWAY PROJECT
SIGNALIZED INTERSECTIONS FOR PEAK HOURS

<i>Medway Commons/Walgreens</i>						
Northbound Left/Thru	50	101	72	133	108	178
Northbound Right	36	75	23	46	44	88
Southbound Left	3	18	-	-	11	37
Southbound Thru/Right	7	28	21	49	31	64
Eastbound Left	7	26	8	33	30	68
Eastbound Thru	52	110	83	166	101	194
Eastbound Right	18	59	28	76	43	101
Westbound Left	41	90	67	137	83	196
Westbound Thru/Right	46	107	188	408	288	661
Main Street at Post Office/Medway SC West						
Northbound All	19	40	25	39	34	68
Southbound All	29	59	22	42	54	74
Eastbound Left	34	80	29	60	73	127
Eastbound Thru/Right	346	641	69	160	190	397
Westbound Left	11	44	18	47	23	66
Westbound Thru/Right	76	199	118	273	286	477

DRAFT policy on Consultant Review Fees, Advertising and Bonds

(7/1/2013)

Plan Review Account

Separate from the application/filing fee, an applicant is required to establish a Plan Review account with the Board the development project. Plan review funds are used to pay for the Board's use of outside consultants (engineer, planner, town attorney, etc.) to assist it with reviewing the development proposal. If a prospective applicant wishes to discuss or meet with the Board's consultants before an application is formally filed, an advance payment of \$2,500 can be provided. Otherwise, the plan review advance is due when the application is submitted to the Board. The plan review advance is needed so that the Board is able to pay for the consultants' plan review services that are provided during the first few weeks immediately following plan submittal.

Upon receipt of an application, the plans and associated documents are forwarded to the Board's Consulting Engineer and Planner who are asked to prepare a price estimate of their services for the Board's consideration and vote at the next Board meeting. Upon approval of the price quote, the PED staff will invoice the applicant for the balance due. Those funds must be paid in full before the public hearing commences. *(See Attachment A - sample PR invoice.)*

During the course of the plan review process, the Board's policy is that \$3,000 must be retained in the plan review account at all times. Staff maintains an accounting spreadsheet for the plan review account. *(See Attachment B – sample PR spreadsheet.)* The applicant can reasonably expect to receive subsequent invoices from the Board for additional plan review services provided by outside consultants. This is particularly true if the plan needs substantive revisions or if there are legal questions that must be resolved. *(See Attachment C – sample supplemental PR invoice.)*

After the public hearing is closed and the Board is ready to vote on project, staff will prepare a draft decision. With a goal of preparing defensible decisions, the Board's standard policy is to have Town Counsel review every decision before the Board's vote. A standard condition included in every decision is a requirement that the plan review account is paid in full. The Board can deny a development plan if funds are owed. A decision requires that the Board will not endorse (sign) plans if plan review funds are still owed. During the period after a decision is reached and the plan is endorsed, the Board will usually retain the Town's legal counsel to review deeds, covenants, easements, etc.

After the plans are endorsed and sixty days have passed for consultants' invoices to be received, the Board will vote to refund any remaining funds in the Plan Review Account. Upon such vote, it generally takes about 30 days to close the account and generate a refund check to the developer.

Construction Account

When the Board has specified in a decision that it will hire an outside consultant to provide inspection services to monitor infrastructure construction, the applicant is required to establish a Construction Account for their development project. The Board will ask its consulting engineer to prepare a price estimate of its services for the Board's consideration and vote at the next Board meeting. Upon

approval of the price quote, the PED staff will invoice the applicant. Those funds must be paid in full before the Board endorses the plans. (See Attachment D - sample CO invoice.)

During the course of construction, the Board's policy is that \$3,000 must be retained in the construction account at all times. Staff maintains an accounting spreadsheet for the construction account. (See Attachment E – sample CO spreadsheet.) The applicant can reasonably expect to receive subsequent invoices from the Board for additional construction services provided by outside consultants. (See Attachment F – sample supplemental CO invoice.) In addition to the standard inspections, the funds are used for the consultants to prepare bond estimates, review requests for bond reductions, review as-built and street acceptance plans, etc. If the account balance is not maintained, the Board will direct its consulting engineer to cease providing inspection services. The Board may also vote to not issue lot releases or to not reduce a performance bond if the construction account is not kept current.

When a project nears completion, the Board will usually retain the Town's legal counsel to assist in reviewing documents for street acceptance. After the Board determines a project is complete or after the streets are accepted as public ways, the Board, after sixty days have passed for consultants' invoices to be received, will vote to refund any remaining funds. Upon such vote, it generally takes about 30 days to close the account and generate a refund check to the developer.

Newspaper Advertising

When the scale of a development project is such to trigger a formal public hearing, the Board is required to advertise twice in a newspaper of general circulation. The Board places all of its legal ads in the *Milford Daily News*. Staff will prepare the legal advertisement and send it to the newspaper which will provide a proof and price quote. Staff will prepare and provide an invoice to the applicant. (See Attachment G – Sample newspaper ad invoice.) Before the public hearing begins, the applicant is required to provide the Board with a check made payable to the newspaper. The Town takes responsibility for forwarding the check to the newspaper company (Gateway Communications)

Performance Bonds

Primarily with residential developments, the developer will want to begin construction on the residential buildings before all infrastructure work is completed. On those occasions, the Board will require the developer to provide some form of performance security to ensure that the necessary work will be completed and that the development will be constructed to plan specifications. The Board has established a policy that \$40,000 will be retained in a bond account until all work is completed and the streets have been accepted by the Town.