

Tuesday, December 9, 2014
Planning and Economic Development Board
155 Village Street
Medway, MA 02053

Members	Andy Rodenhiser	Bob Tucker	Karyl Spiller-Walsh	Tom Gay	Matt Hayes	Rich Di Iulio
Attendance	X	Absent with Notice	X	X	Absent with Notice	X

ALSO PRESENT:

Planning Consultant Gino Carlucci, PGC Associates
Planning and Economic Development Coordinator, Susy Affleck-Childs
Engineering Consultant Steve Bouley, Tetra Tech
Amy Sutherland, Recording Secretary

The Chairman opened the meeting at 7:00 pm.

There were no public comments.

The Chairman asked for the Board to observe a moment of silence to honor former Building Commissioner John Emidy, and Economic Development Consultant Rob Hubbard who both passed away recently.

Susy Affleck-Childs thanked John Emidy and Rob Hubbard for their service to the Town.

Millstone Village:

The Board is in receipt of the following documents: **(See Attached)**

- Tetra Tech construction services estimate dated 12/1/14 for \$32,095 for Phases 2-5.

Representatives of Millstone Builders LLC communicated that the construction for the next phase of the project will not begin for another year. They did go a little beyond the first phase as directed by the Fire Chief; Millstone Drive continued to its end to allow for fire trucks to turn around if needed. Their focus will be on selling the 25 units in Phases 1a and 1b

Steve Bouley responded that there are four additional phases. The \$32,000 is required to finish all of the project.

Susy Affleck-Childs asked if the estimate could be paid in \$10,000 increments.

There is enough money for services which have been rendered.

The bond estimate dated 12/8/14 prepared by Tetra Tech for all the phases was provided. **(See attached.)** The amount of \$384,544 was for work in phase one. The developer wants to use a

Tri party agreement as performance security. The applicant is asking for the snow plowing, drainage, road maintenance and legal services to be removed from the bond estimate. The road will be plowed by the developer since no one will be living there for a year. There currently is no power in the development and there is also no drainage. In the future, the snow removal will be taken care of a by the condominium homeowners association.

The Board agreed that the bond amount could be adjusted for the snow plowing, drainage and road maintenance. The new total is \$345,612.50.

On a motion made by Kary Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to approve the bond for phase 1A & B in the amount of \$345,612.50 for Millstone Village.

The next step is for the developer to get the bank agreement signed and notarized and provide to the Board for signature.

Member Spiller-Walsh had questions about the trees which were taken down and the scenic road area. The concern is that there is no buffer.

The Chairman responded that there will be a public hearing on this matter in January 2015 and that is when the discussion needs to occur.

The applicant asked the Board if they were fine changing the guardrails from steel vertical posts to pressure treated wood. The Board has no problem and agreed it would look better than metal.

BAY OAKS SUBDIVISION:

The Board is in receipt of the following documents: (**See Attached**)

- As-Built Plan prepared by GLM Engineering dated 12-2-14.
- Tetra Tech review letter of as-built plan dated 12-8-14.

The Board was informed that since the Chairman needs to step down and members Tucker and Hayes are not present, there are not enough members to act on Bay Oak Subdivision matter.

Susy Affleck-Childs suggested a special having a special meeting on Tuesday, December 16, 2014 to act on this item. The Board could also ask on the bond release request for Summer Valley Lane at that time as well. The developer still needs to provide the lot release paperwork to the board for signature.

APPLEGATE SUBDIVISION:

The Board was made aware that the Tri-Party bond agreement document has not yet been provided by the developer, nor has the lot release document.

Steve Bouley informed the Board that additional site work had been undertaken, thus the previously provided Applegate bond agreement approved on November 25, 2014 for \$350,353 will need to be revised. This estimate will be provided by Tetra Tech. The Board is also waiting for the As-Built plans. The electric is going in, but there is a wait on the gas.

The receipts for the tree pruning work has been provided to Fred Sibley and we are waiting back for a response.

The Board did not take any action on these items.

Summer Valley Lane:

The Board is in receipt of the following documents: (See Attached)

- As-built plans dated 12-4-14 prepared by Faist Engineering and O’Driscoll Land Surveying.
- Tetra Tech review letter of as built plans dated 12/8/2014.
- Request to Treasurer/Collector that taxes are current

The Board needs to act on the developer’s request to release the subdivision bond (\$40,000). Susy Affleck-Childs advised that the Board could consider doing so contingent upon the Conservation Commission’s issuance of a Certificate of Compliance for its Order of Conditions.

Susy Affleck-Childs informed the Board that the applicant has fulfilled everything from the Planning and Economic Board, but the Certificate of Compliance has not been issued yet by the Conservation Commission. She noted that it has been the Board’s practice to wait on releasing bonds for a Certificate of Compliance for the Order of Conditions. This is not written in the decision. The Conservation Commission has this on their agenda as an action item for their meeting on 12/11/2014. Susy also noted that the Treasurer Collector had confirmed that taxes were current.

The Chairman asked if this is not included in our decision, then why are we making it part of a requirement. What happens if the Conservation Commission does not have a quorum, then this could delay the certificate of compliance. This is not fair to the applicant. He is opposed to this.

Member Gay wants to know if any of the activities listed on the Certificate of Compliance relate to our decision. If anything on list of \$40,000 is related to those condition, then it is fair to hold the bond.

The Board recommended that this be held over until there is a full complement of the Board. Susy will check the list of items and will report back to the Board.

Tetra Tech did respond that all items in their review have been completed.

The Chairman responded that the Board does not send letter to the Board of Health or other Boards. He does not want the Board to overstep its authority.

The Board agreed that this is a philosophical discussion which needs to occur at another meeting.

Susy advised that the conversation cease as the chairman may have a conflict of interest as the topic also applies to his development project (Bay Oaks).

Sign Fox Run plan:

The Board is in receipt of the Fox Run Farm street acceptance plan for Morningside Drive/Fox Run Farm.

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to sign the street acceptance plan for Fox Run Farm/Morningside Drive.

Azalea Drive Street Acceptance:

The Board is in receipt of the street acceptance plan for Azalea Drive. The Board needs to sign the plan as presented.

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to sign the street acceptance plan for Azalea Drive.

Draft RFP Medway Design Guidelines:

The Board is in receipt of the following documents: **(See Attached)**

- A Draft RFP dated December 4, 2014 for design consulting services to update the Medway Design Guidelines.
- A letter dated December 9, 2014 from Design Review Chairman Matthew Buckley requesting a joint meeting of the DRC and the PEDB to discuss design guidelines.

The Town Meeting vote allocated \$15,000 for this work.

The Design Review Committee has not seen the draft RFP. It will be forwarded to them prior to their next meeting on December 15, 2014 so they can provide recommendations. This is a standard scope of services. The services will include a total of seven meetings, some joint meetings. The end product would include a color document and the inclusion of graphic illustrations. A Review/Selection Committee would review the proposals and narrow down the applicants for interviews. A recommendation would then be provided to the Town Administration. The goal would be to have a contract signed by mid-February and for the work to be completed by June 30, 2015. This is an aggressive schedule.

The Chairman wants to make sure that the language in the Design Review Guidelines is such that it is a tool for the Design Review Committee.

Member Gay agrees that the Design Guidelines are a tool that will define the process by which Design Review Committee works and operates.

A concern was expressed that the DRC tries to redesign projects. The Guidelines are a tool to help the applicant more forward.

The RFP is related to the Design Standards and guidelines. The Board is in agreement that they do not want the consultant to work on the review process issues.

The Board's expectations of the Design Review Committee may need to be defined better.

The Chairman responded that there is a perspective that an applicant goes to DRC and the Committee tries to redesign and suggests even name changes to a business. This is not their role.

Member Gay agrees that this is the perception out there.

Member Spiller-Walsh disagrees and responds that this is not a fair perception and it has resulted in false information.

Member Gay responds that the reality of this is in writing from the Medway Business Council.

The Chairman would like the communication with the Business Council to improve.

Member Spiller-Walsh suggested we need to invite the Business Counsel to the Design Review Committee meetings. They need to have their representative on the DRC. (NOTE – This standing position for the Medway Business Council has remained vacant for several years.)

The Chairman responded that we have an obligation to do things better. The Business Council struggles with having to be at every DRC meeting.

Member Spiller-Walsh responded that they have not gone to meetings when needed. For example, Mr. Medway Block commented that the Design Review Committee does not like concrete. This is an erroneous opinion.

The Chairman responds that we need to do a better job.

Member Spiller-Walsh responded that the process to design the Tri Valley Commons was easy. We made suggestions of what it could be. A would not fit and B would. The wall was the main issue. If the Guidelines were clearer, and the vision of the town is consistent, we would be in a better place. One of the problems is the applicants come in with projects with the thought that it is already a finished project. There is little room to moderate. Many times the application is not consistent with the Design Guidelines. When the Planning Board receives the application like Cumberland Farms, and it does not fit Guidelines for the various reasons, it gets resolved through the design review process.

Member Gay responded that the process and definition are different things. What we are hearing is that there is back and forth within the process. There is a moving target which is the development community (developer and business community). We have Guidelines which state that it is voluntary to go to the Design Review Committee. The back and forth that the applicant must have to do has created the adversarial response of the business community.

Member Spiller –Walsh responds then we have all failed, the Planning and Economic Development Board, the Design Review Committee and the applicant.

The Chairman responded that when people go the Design Review Committee for a sign permit and they come away with suggestions about changing the business name, an applicant for

whatever reason is under the impression they will not be able to open business unless the name change or sign change is made. The example was a new barber shop. The Business Council (at its 12/1/2014 Executive Committee meeting which Susy, Andy Rodenhiser and Stephanie Mercandetti attended) talked about this case. It was reported that the applicant felt intimidated by the Design Review Committee and felt they had to do what was asked of them by the Design Review Committee or the outcome or recommendation would be against them.

Member Spiller-Walsh responded that there were good ideas provided for the barber shop sign. She was happy when she left the meeting. The owner came in with no design concept at all. There was nothing to present visually or conceptually. The DRC did discuss the proposed name of the business. This was a good discussion.

The Chairman responded that the problem is that the applicant felt that she needed to make the changes to be allowed to open the business.

Member Spiller-Walsh responded that if this is the perception of the business community, then they needs to be at the DRC meetings. She asked Susy if there was a response back from Mr. Crowley's visit with the DRC regarding proposed signs for Muffin House Café. Susy did inform the Board that there was a note from Mr. Crowley indicating that his visit to Design Review Committee was great.

The Chairman responded with a question about what happens if there is not such a workable applicant.

Member Spiller-Walsh responded that the Cumberland Farms project itself was not that amazing, but they were willing to work with Design Review Committee.

The Chairman responded, what happens if the applicant does not want to go to Design Review Committee.

Susy responded that the Cumberland Farms applicant needed to go to Design Review Committee since it was a Special Permit with the Planning Board.

If it is not a special permit and the applicant does not want to go to Design Review Committee, a determination would need to be made whether that is acceptable.

The Board agreed that it would be helpful to continue these discussions with the Design Review Committee, Business Council and the Planning and Economic Development Board.

The Chairman wanted it noted that he did defend the Design Review Committee at the recent Business Council executive committee meeting.

Economic Development Director, Stephanie Mercandetti:

Stephanie Mercandetti, the new Director of Community and Economic Development, was present at the meeting. She informed the Board that she has already met with Susy Affleck-Childs to get an overview on some of the projects. Ms. Mercandetti provided some background

information about herself to the Board. She has over 15 years of experience working at the State, County and local levels. Her most recent employer was the Town of Walpole where she worked for seven years. She has worked on grant programs and has utilized State resources to achieve projects. One of tasks she is assigned is to help coordinate the permit processes with various departments and help businesses access resources. She will also assist with providing pre-permitting guidance to the business community. Stephanie also noted that she serves on the Planning Board in Framingham where she lives.

Ms. Mercandetti would like to work on the following tasks:

- Building relations with residents and the business community by educating them about the process.
- Outreach to stake holders and business who might want to locate to the Town of Medway.
- Connect with commercial brokers and lenders
- Look a vacant properties/underdeveloped land.
- Provide public relations to the community
- Work with property owners who might be looking into a vacant space in town.
- Build relationships with tenants
- Work with Boards and Commissions to streamline the process to make it more cohesive so the applicant can run their applications concurrently.
- Improve how the information in the town is provided to the business community.

Susy Affleck-Childs indicated that with the forthcoming assisted living development she thought it would be a good idea to have a joint pre-application meeting with various boards and committees – PEDB, DRC and Conservation.

There was a suggestion that it might be a good idea to come up with a public hearing schedule which could be sent to the abutters informing them of the various meeting dates with the various departments or commissions.

The Board is in agreement that they can do a better job with outreach. It was suggested to have on Medway Cable TV a scrolling of the various meeting dated of public hearings.

It was explained that there is a subscription alert system which informs residents of the various agendas/meeting dates. This is something that could be brought up with IT. Another way to keep residents informed is through social media.

Ms. Mercandetti explained that what attracted her to the Town of Medway was in part the proactive approach the Board has taken in regards to the bylaws. This is impressive. The Board has been proactive to meet community needs. Stephanie will also be working with the Redevelopment Authority to implement the Urban Renewal Plan. One of her first goals will be to meet with Conservation Commission, Open Space, Zoning Board and the Redevelopment Authority.

CONSTRUCTION REPORTS

The Board is in receipt of the following construction reports: (**See Attached**)

- Applegate Subdivision – Report #52 (12-2-14)
- Applegate Subdivision – Report #53 (12-3-14)
- Applegate Subdivision – Report #54 (12-8-14)
- Bay Oaks Subdivision – Report #7 (12-5-14)
- Millstone Village ARCPUD – Report #40 (11-21-14)
- Millstone Village ARCPUD – Report #41 (11-22-14)

PEDB MEETING MINUTES

November 25, 2014:

The minutes from November 25, 2014 will be tabled until the next meeting.

OTHER BUSINESS:

MBTA:

Consultant Carlucci informed the Board that the MTBA has purchased a second line which will go from Framingham to Mansfield and Foxboro and Walpole. There will be commuter rail services Gillette Stadium. This line will offer five express trips a day.

The Board recommended that feedback be provided about the current experience.

Annual Report:

An email dated December 1, 2014 from the Town Administrator's office was provided that the 2014 Annual Reports are due. Susy indicated that she would like to freshen up this report and welcomes and help of suggestions.

Draft of Zoning Bylaw recodification:

The Town is in receipt of the draft recodification document. There has been some discussion about having a winter town meeting and possibly have this on the warrant. Susy did speak with the Town Administrator and it was his thought this could happen. The public hearing would have to take place in January. There was a suggestion to include the Business Council in the distribution of the public hearing notice.

There was also a recommendation to put together a list of all the businesses in town and have this distribution be sent as an email blast to those business owners.

Susy will follow up in inquiring about if such a master list of businesses exists. If this list does not exist, it could be a good project for the new Community and Economic Development Director.

Affordable Housing Trust:

The Affordable Housing Trust will be closing on the old American Legion building on Cutler Street. They are securing technical assistance from the Mass Housing Partnership for writing the RFP. The project will be for 8-14 units. This would involve the renovation of existing structure.

Complete Street Policy:

There will be a presentation about Complete Streets to the PEDB in January. A draft policy has been created. This is a new initiative to encourage towns to look at policies to make sure that street work and improvement are done in a fashion to accommodate other users (pedestrians) in a proactive way. This policy and presentation will come to the Planning Board in January. Once adopted this policy will need to filter into the Boards rules and regulations.

Wedgewood Subdivision (Village Street)

The Board is in receipt of the following documents (See Attached.)

- Email dated 10/20/14 from Attorney Kristen Jensen.
- Proposed Lot Release
- Wedgewood Subdivision Plan dated May 6, 1963
- Covenant dated November 1, 1965
- Confidential email dated December 1, 2014 from Town Counsel (*Not attached.*)

The present property owner, Charlotte Realty Trust (Einis family), has asked the Board to release a recorded covenant for an old subdivision (unbuilt) approved in 1963.

On the advice of Town Counsel, the Board should not agree to release the covenant. The next step would be to request that the present property owner petition the Planning Board to rescind the old subdivision.

On a motion made by Karyl Spiller-Walsh, and seconded by Tom Gay, the Board voted unanimously that the Planning and Economic Development Board request that the owned submit an application to rescind the subdivision.

This action will need a formal public hearing. Susy will contact the attorney and advise her of the needed rescission.

ADJOURN

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

The meeting was adjourned at 9:15 pm.

Respectfully Submitted,


Amy Sutherland
Recording Secretary

Reviewed and edited by,


Susan E. Ahneck-Childs
Planning and Economic Development Coordinator

Tetra Tech

Scope Change 001

1 Grant Street
Framingham, MA 01701

Tel: 508-903-2000
Fax: 508-903-2001

Date: December 1, 2014

TT Project No.: 143-21583-14018

Millstone Village-Construction
Name: Susan Affleck-Childs
Company: Medway, MA

Additional Inspectional Services

NEED FOR SERVICE:

The Scope Changes identified below are required to continue providing construction services for the above referenced project. These services will be tracked and invoiced as identified in the original proposal.

DESCRIPTION OF SCOPE CHANGES:

Tasks

1. **Additional Inspections**-Budget under the original contract has nearly been exhausted due to work progressing into other phases of the project. This change order is for our services for construction inspections/document review/reporting in Phase 2-5 of the project. We anticipate the remaining costs will be - **\$32,095.**

Total Cost for Scope Change No. 001- \$32,095

Fee Adjustments	
Original Contract-	\$19,944.00
Scope Change No. 001	\$32,095.00
Revised Contract Amount-	\$52,039.00

SCHEDULE:

We are prepared to begin work immediately upon authorization of these Scope Changes.

As confirmation of your authorization to provide these services and as approval of the budget, please execute and return one copy of this agreement for our records.

TETRA TECH

By: Sean P. Reardon, P.E. – Vice President

AGREED AND ACCEPTED FOR
MEDWAY or its Agent
By:

Sign:



Sign:

Date:

Item No.	Inspection	Site Visits	Hrs/Inspection	Rate	Total
1	Erosion Control	2	2	\$100	\$400
2	Clear & Grub	1	2	\$100	\$200
3	Subgrade/Staking	3	2	\$100	\$600
4	Drainage System	10	3	\$100	\$3,000
5	Subsurface Detention System	5	4	\$100	\$2,000
6	Roadway Gravel	4	2	\$100	\$800
7	Water System	10	3	\$100	\$3,000
8	Water System Testing	1	10	\$100	\$1,000
9	Sewer System	10	3	\$100	\$3,000
10	Sewer System Testing	1	10	\$100	\$1,000
11	Roadway Binder	1	12	\$100	\$1,200
12	Curb/Berm	1	6	\$100	\$600
13	Private Utilities	4	2	\$100	\$800
14	Sidewalk Base/Gravel	4	2	\$100	\$800
15	Sidewalk Binder	1	12	\$100	\$1,200
16	Roadway Top	1	12	\$100	\$1,200
17	Sidewalk Top	1	12	\$100	\$1,200
18	Frames and Covers/Grates	1	4	\$100	\$400
19	Adjust Frames & Covers/Grates	1	3	\$100	\$300
20	DMH Inverts	1	4	\$100	\$400
21	Bounds	1	2	\$100	\$200
22	Landscaping/Plantings	2	4	\$100	\$800
24	Guard Rail/Fencing	1	2	\$100	\$200
25	O & M Inspections	10	1	\$100	\$1,000
26	Punch List Inspections (See Note 1)	2	6	\$100	\$1,200
27	Bond Estimates	3	4	\$100	\$1,200
28	As-Built Plans	4	4	\$100	\$1,600
29	Meetings	6	2	\$130	\$1,560
30	Admin	3	1	\$50	\$150
	Subtotal				\$31,010
	Expenses			3.5%	\$1,085
	TOTAL				\$32,095

Notes:

- 1 Punch List Inspections include a final inspection and punch list memo provided to the town. It also includes one final inspection to verify that comments from the punch list have been addressed.
- 2 If installation schedule is longer than that assumed by engineer for any item above, or if additional inspections are required due to issues with the contract work, additional compensation may be required.



TETRA TECH

Bond Estimate

**Millstone Village (Phase 1A/1B)
Medway, Massachusetts**

December 8, 2014

One Grant Street
Frammingham, MA 01701
Tel 508.903.2000 Fax 508.903.2001

DESCRIPTION	QUANTITY	UNIT	UNIT COST	ENGINEERS ESTIMATE
HMA Top Course-Main Road	360	TON	\$85.00	\$30,600
HMA Top Course-Common Road	87	TON	\$85.00	\$7,395
HMA Top Course-Sidewalk	80	TON	\$85.00	\$6,800
HMA Binder Course-Common Road	145	TON	\$85.00	\$12,325
HMA Binder Course-Sidewalk	112	TON	\$85.00	\$9,520
Gravel Borrow-Common Road	398	CY	\$33.00	\$13,134
Gravel Borrow-Sidewalk	439	CY	\$33.00	\$14,487
Catch Basin	2	EA	\$2,600.00	\$5,200
Catch Basin Hood	18	EA	\$380.00	\$6,840
Drain Manhole	1	EA	\$3,000.00	\$3,000
Frame and Grate	18	EA	\$750.00	\$13,500
Frame and Cover	24	EA	\$700.00	\$16,800
Adjust Castings	42	EA	\$325.00	\$13,650
12" RCP Pipe	92	EA	\$65.00	\$5,980
Guardrail	170	FT	\$20.00	\$3,400
Gas Main-Services	1	LS	\$5,000.00	\$5,000
Electrical Services	1	LS	\$10,000.00	\$10,000
Vertical Granite Curb	928	FT	\$45.00	\$41,760
Cape Cod Berm	2,179	FT	\$6.00	\$13,074
Rehanded Topsoil	368	CY	\$25.00	\$9,200
Seed	1,850	SY	\$2.00	\$3,700
Sight Distance Mitigation	1	LS	\$6,000.00	\$6,000
Line Striping (Binder)	1	LS	\$500.00	\$500
Line Striping (Top)	1	LS	\$2,000.00	\$2,000
Signage	6	EA	\$300.00	\$1,800
Landscaping	1	LS	\$10,000.00	\$10,000
2 Year Snow Plowing	2,165	LF/YR	\$2.50	\$10,825
2 Year Road Maintenance	2,165	LF/YR	\$2.00	\$8,660
2 Year Drainage Maintenance	2,165	LF/YR	\$2.00	\$8,660
As-Built Plans	2,165	LF	\$5.00	\$10,825
Legal Services	1	LS	\$3,000.00	\$3,000
Subtotal				\$307,635
25% Contingency				\$76,909
Total				\$384,544

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 12/2013 - 12/2014.



TETRA TECH

**Bond Estimate
Millstone Village (Phase 2)
Medway, Massachusetts
December 8, 2014**

One Grant Street
Frammingham, MA 01701
Tel 508.903.2000 Fax 508.903.2001

DESCRIPTION	QUANTITY	UNIT	UNIT COST	ENGINEERS ESTIMATE
HMA Top Course-Main Road	157	TON	\$85.00	\$13,345
HMA Top Course-Common Road	28	TON	\$85.00	\$2,380
HMA Top Course-Sidewalk	21	TON	\$85.00	\$1,785
HMA Binder Course-Main Road	187	TON	\$84.00	\$15,708
HMA Binder Course-Common Road	47	TON	\$85.00	\$3,995
HMA Binder Course-Sidewalk	29	TON	\$85.00	\$2,465
Gravel Borrow-Main Road	524	CY	\$33.00	\$17,292
Gravel Borrow-Common Road	128	CY	\$33.00	\$4,224
Gravel Borrow-Sidewalk	114	CY	\$33.00	\$3,762
Fine Grading and Compacting	3,364	SY	\$3.50	\$11,774
Catch Basin	6	EA	\$2,600.00	\$15,600
Catch Basin Hood	6	EA	\$380.00	\$2,280
Drain Manhole	7	EA	\$3,000.00	\$21,000
Frame and Grate	6	EA	\$750.00	\$4,500
Frame and Cover	11	EA	\$700.00	\$7,700
Adjust Castings	17	EA	\$325.00	\$5,525
12" RCP Pipe	544	EA	\$65.00	\$35,360
Cultec Recharger 5P	1	LS	\$27,000.00	\$27,000
Cultec Recharger 6P	1	LS	\$36,000.00	\$36,000
Headwall	2	EA	\$2,500.00	\$5,000
Stone for Pipe Ends	22	SY	\$50.00	\$1,100
Sewer Manhole	4	EA	\$3,750.00	\$15,000
8" PVC Sewer Pipe	369	FT	\$70.00	\$25,830
Sewer Services	14	EA	\$1,000.00	\$14,000
Gas Main-Services	1	LS	\$5,000.00	\$5,000
Electrical Services	1	LS	\$10,000.00	\$10,000
8" Water Main	529	FT	\$100.00	\$52,900
Water Services	14	EA	\$1,800.00	\$25,200
Gate Valves	2	EA	\$1,600.00	\$3,200
Hydrant	1	EA	\$4,500.00	\$4,500
Vertical Granite Curb	450	FT	\$45.00	\$20,250
Cape Cod Berm	661	FT	\$6.00	\$3,966
Sloped Granite Curb	75	FT	\$45.00	\$3,375
Rehanded Topsoil	150	CY	\$25.00	\$3,750
Seed	750	SY	\$2.00	\$1,500
Landscaped Cul-De-Sac Island	1	LS	\$5,000.00	\$5,000
Line Striping (Top)	1	LS	\$1,000.00	\$1,000
Signage	1	EA	\$300.00	\$300
Landscaping	1	LS	\$10,000.00	\$10,000
2 Year Snow Plowing	748	LF/YR	\$2.50	\$3,740
2 Year Road Maintenance	748	LF/YR	\$2.00	\$2,992
2 Year Drainage Maintenance	748	LF/YR	\$2.00	\$2,992
As-Built Plans	748	LF	\$5.00	\$3,740
Legal Services	1	LS	\$3,000.00	\$3,000

Subtotal \$459,030
25% Contingency \$114,758
Total \$573,788

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 12/2013 - 12/2014.



TETRA TECH

**Bond Estimate
Millstone Village (Phase 3)
Medway, Massachusetts
December 8, 2014**

One Grant Street
Frammingham, MA 01701
Tel 508.903.2000 Fax 508.903.2001

DESCRIPTION	QUANTITY	UNIT	UNIT COST	ENGINEERS ESTIMATE
HMA Top Course-Main Road	189	TON	\$85.00	\$16,065
HMA Top Course-Common Road	53	TON	\$85.00	\$4,505
HMA Top Course-Sidewalk	50	TON	\$85.00	\$4,250
HMA Binder Course-Main Road	315	TON	\$84.00	\$26,460
HMA Binder Course-Common Road	89	TON	\$85.00	\$7,565
HMA Binder Course-Sidewalk	70	TON	\$85.00	\$5,950
Gravel Borrow-Main Road	864	CY	\$33.00	\$28,512
Gravel Borrow-Common Road	243	CY	\$33.00	\$8,019
Gravel Borrow-Sidewalk	216	CY	\$33.00	\$7,128
Fine Grading and Compacting	3,606	SY	\$3.50	\$12,621
Catch Basin	7	EA	\$2,600.00	\$18,200
Catch Basin Hood	7	EA	\$380.00	\$2,660
Drain Manhole	8	EA	\$3,000.00	\$24,000
Frame and Grate	7	EA	\$750.00	\$5,250
Frame and Cover	15	EA	\$700.00	\$10,500
Adjust Castings	22	EA	\$325.00	\$7,150
12" RCP Pipe	534	EA	\$65.00	\$34,710
6" HDPE Pipe	1,230	EA	\$36.00	\$44,280
Cultec Recharger 2P	1	LS	\$81,000.00	\$81,000
Sewer Manhole	7	EA	\$3,750.00	\$26,250
8" PVC Sewer Pipe	1,299	FT	\$70.00	\$90,930
Sewer Services	25	EA	\$1,000.00	\$25,000
Gas Main-Services	1	LS	\$5,000.00	\$5,000
Electrical Services	1	LS	\$10,000.00	\$10,000
8" Water Main	803	FT	\$100.00	\$80,300
Water Services	25	EA	\$1,800.00	\$45,000
Gate Valves	1	EA	\$1,600.00	\$1,600
Hydrant	1	EA	\$4,500.00	\$4,500
Vertical Granite Curb	426	FT	\$45.00	\$19,170
Cape Cod Berm	1,110	FT	\$6.00	\$6,660
Rehanded Topsoil	263	CY	\$25.00	\$6,575
Seed	1,315	SY	\$2.00	\$2,630
Line Striping (Binder)	1	LS	\$500.00	\$500
Line Striping (Top)	1	LS	\$2,000.00	\$2,000
Signage	5	EA	\$300.00	\$1,500
Landscaping	1	LS	\$10,000.00	\$10,000
2 Year Snow Plowing	1,210	LF/YR	\$2.50	\$6,050
2 Year Road Maintenance	1,210	LF/YR	\$2.00	\$4,840
2 Year Drainage Maintenance	1,210	LF/YR	\$2.00	\$4,840
As-Built Plans	1,210	LF	\$5.00	\$6,050
Legal Services	1	LS	\$3,000.00	\$3,000
Subtotal				\$711,220
25% Contingency				\$177,805
Total				\$889,025

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 12/2013 - 12/2014.



TETRA TECH

**Bond Estimate
Millstone Village (Phase 4)
Medway, Massachusetts
December 8, 2014**

One Grant Street
Frammingham, MA 01701
Tel 508.903.2000 Fax 508.903.2001

DESCRIPTION	QUANTITY	UNIT	UNIT COST	ENGINEERS ESTIMATE
HMA Top Course-Main Road	113	TON	\$85.00	\$9,605
HMA Top Course-Sidewalk	8	TON	\$85.00	\$680
HMA Binder Course-Sidewalk	11	TON	\$85.00	\$935
Gravel Borrow-Sidewalk	45	CY	\$33.00	\$1,485
Fine Grading and Compacting	116	SY	\$3.50	\$406
Catch Basin Hood	3	EA	\$380.00	\$1,140
Frame and Grate	3	EA	\$750.00	\$2,250
Frame and Cover	8	EA	\$700.00	\$5,600
Adjust Castings	8	EA	\$325.00	\$2,600
Cultec Recharger 3P	1	LS	\$45,000.00	\$45,000
Gas Main-Services	1	LS	\$5,000.00	\$5,000
Electrical Services	1	LS	\$10,000.00	\$10,000
Vertical Granite Curb	341	FT	\$45.00	\$15,345
Sloped Granite Curb	75	FT	\$45.00	\$3,375
Cape Cod Berm	434	FT	\$6.00	\$2,604
Rehanded Topsoil	92	CY	\$25.00	\$2,300
Seed	460	SY	\$2.00	\$920
Line Striping (Top)	1	LS	\$1,000.00	\$1,000
Landscaping	1	LS	\$10,000.00	\$10,000
2 Year Snow Plowing	340	LF/YR	\$2.50	\$1,700
2 Year Road Maintenance	340	LF/YR	\$2.00	\$1,360
2 Year Drainage Maintenance	340	LF/YR	\$2.00	\$1,360
As-Built Plans	340	LF	\$5.00	\$1,700
Legal Services		LS	\$3,000.00	\$0
			Subtotal	\$126,365
			25% Contingency	\$31,591
			Total	\$157,956

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 12/2013 - 12/2014.



TETRA TECH

**Bond Estimate
Millstone Village (Phase 5)
Medway, Massachusetts
December 8, 2014**

One Grant Street
Framingham, MA 01701
Tel 508.903.2000 Fax 508.903.2001

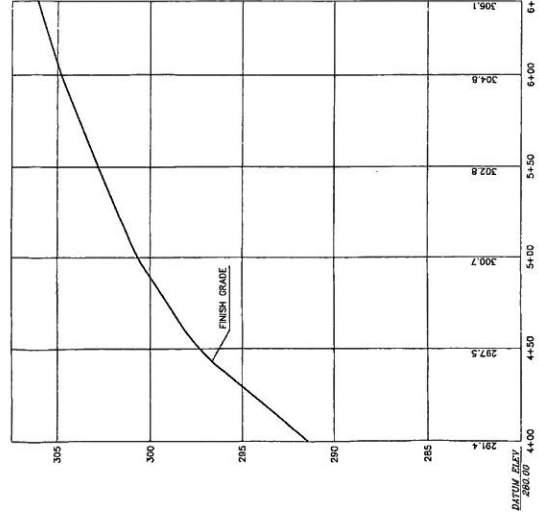
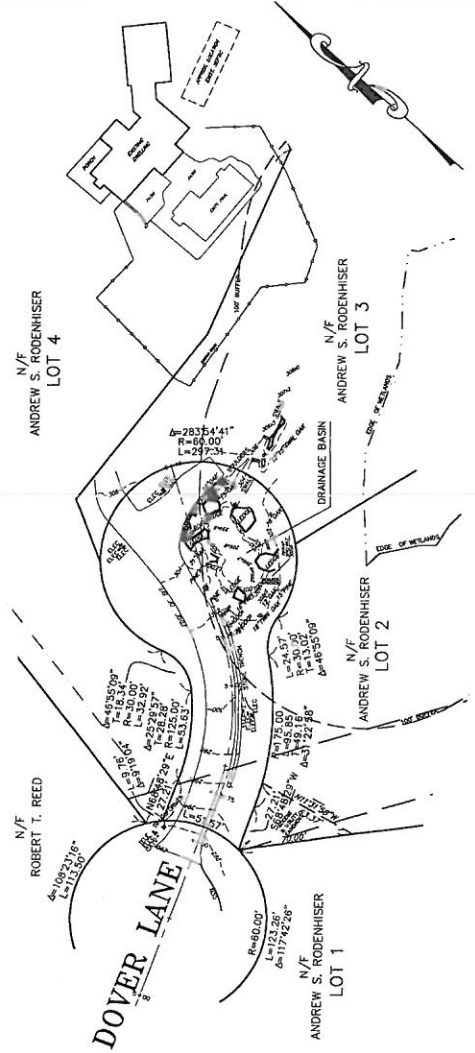
DESCRIPTION	QUANTITY	UNIT	UNIT COST	ENGINEERS ESTIMATE
HMA Top Course-Common Road	36	TON	\$85.00	\$3,060
HMA Binder Course-Common Road	60	TON	\$85.00	\$5,100
Gravel Borrow-Common Road	164	CY	\$33.00	\$5,412
Fine Grading and Compacting	428	SY	\$3.50	\$1,498
Drain Manhole	1	EA	\$3,000.00	\$3,000
Frame and Cover	3	EA	\$700.00	\$2,100
Adjust Castings	2	EA	\$325.00	\$650
12" RCP Pipe	125	EA	\$65.00	\$8,125
Cultec Recharger 2P	1	LS	\$27,000.00	\$27,000
Headwall	1	EA	\$2,500.00	\$2,500
Stone for Pipe Ends	20	SY	\$50.00	\$1,000
Sewer Manhole	2	EA	\$3,750.00	\$7,500
8" PVC Sewer Pipe	143	FT	\$70.00	\$10,010
Sewer Services	6	EA	\$1,000.00	\$6,000
Gas Main-Services	1	LS	\$5,000.00	\$5,000
Electrical Services	1	LS	\$10,000.00	\$10,000
8" Water Main	97	FT	\$100.00	\$9,700
Water Services	6	EA	\$1,800.00	\$10,800
Cape Cod Berm	365	FT	\$6.00	\$2,190
Rehanded Topsoil	104	CY	\$25.00	\$2,600
Seed	522	SY	\$2.00	\$1,044
Landscaping	1	LS	\$10,000.00	\$10,000
2 Year Snow Plowing	241	LF/YR	\$2.50	\$1,205
2 Year Road Maintenance	241	LF/YR	\$2.00	\$964
2 Year Drainage Maintenance	241	LF/YR	\$2.00	\$964
As-Built Plans	241	LF	\$5.00	\$1,205
Legal Services	1	LS	\$3,000.00	\$3,000
Subtotal				\$141,627
25% Contingency				\$35,407
Total				\$177,034

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 12/2013 - 12/2014.



LOCUS
1"=400'

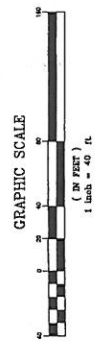


SCALE: HORIZ: 1"=40' VERT: 1"=4'

I HEREBY CERTIFY THAT THIS PLAN SHOWS THE ACTUAL AS-BUILT LOCATIONS, PROFILES AND ELEVATIONS OF THE ROADWAYS, DRAINAGE FACILITIES AND UTILITIES, BASED UPON A FIELD SURVEY PERFORMED ON NOVEMBER 2, 2014.



DATE



AS-BUILT PLAN
"BAY OAKS"
DOVER LANE
 STATION 4+00 TO STATION 6+40
MEDWAY, MASSACHUSETTS
 SCALE 1"=40' DEC. 2, 2014
 PREPARED FOR:
 ANDY RODENHISER
 104 FISHER STREET
 MEDWAY, MASSACHUSETTS
 PREPARED BY:
 GLM ENGINEERING CONSULTANTS, INC.
 19 EXCHANGE ST., HOLLISTON, MA.
 (508) 429-1100 FAX (508) 429-7160
 JOB #14411-ASB 20,027



TETRA TECH

December 8, 2014

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

**Re: Bay Oaks Subdivision
As-Built Review
Medway, Massachusetts**

Dear Ms. Affleck-Childs,

Tetra Tech (TT) is in receipt of plan entitled “As-Built Plan “Bay Oaks” Dover Lane, Station 4+00 to Station 6+40, Medway, Massachusetts”, dated December 2, 2014, prepared by GLM Engineering Consultants, Inc. The As-Built Plan was reviewed for conformance with the Town of Medway Planning Board Rules and Regulations (Chapter 100). The following list represents our comments regarding the plans.

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

Section 6.7 – As-Built Plans

1. The As-Built Plan shall show all monumentation, including dates set and vertical benchmarks. (Ch. 100 §6.7.4.f)
2. The line work for the spare conduit, electric/telephone/cable tv and any other utilities should be shown on the plan. A symbol key should also be provided. (Ch. 100 §6.7.4.g)
3. The plan should include a “DIG-SAFE” notification as a warning before future excavation of the street. (Ch. 100 §6.7.4.k)



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

Very truly yours,

A handwritten signature in black ink, appearing to read 'S.P. Reardon'.

Sean P. Reardon, P.E.
Vice President

P:\21583\143-21583-1.4014 (BAY OAKS SUBDIV.)\DOCS\REVIEW\TR_BAY OAKS-AS-BUILT REVIEW-2014-12-08.DOCX

Susan Affleck-Childs

From: Bouley, Steven <Steven.Bouley@tetratech.com>
Sent: Monday, December 08, 2014 11:29 AM
To: Susan Affleck-Childs
Subject: RE: REVISED Summer Valley Lane As-Built Plan

Hi Susy,

This plan looks good. All items have been addressed. Let me know if you need anything else, thanks.

Steve

From: Susan Affleck-Childs [mailto:sachilds@townofmedway.org]
Sent: Friday, December 05, 2014 7:44 AM
To: Bouley, Steven
Subject: REVISED Summer Valley Lane As-Built Plan

Hi Steve,

Dan O'Driscoll dropped off this revised as-built plan for Summer Valley Lane.

Please review. Have all the items you noted been modified? Please send me a brief email.

Thanks.

Susy

Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator
508-533-3291
155 Village Street
Medway, MA 02053

Town of Medway – A Massachusetts Green Community

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

The information in this e-mail, including attachments, may contain privileged and confidential information intended only for the person(s) identified above. If you are not the intended recipient, you are hereby notified that any dissemination, copying or disclosure of this communication is strictly prohibited. Please discard this e-mail and any attachments and notify the sender immediately.

From: odlandsurvey@verizon.net [mailto:odlandsurvey@verizon.net]
Sent: Thursday, December 04, 2014 5:53 PM
To: Susan Affleck-Childs
Subject: Summer Valley Lane As-Built Plan

Susie,

Attached is the as-built plan in pdf format.

Thanks,
Dan



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

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

**Request for Medway Treasurer/Collector's
Status of Paid Taxes/Fees**

Date: December 4, 2014

Applicant's Name: Fasolino Home Improvements

Subject Property Address: 0, 2 and 3 Summer Valley Lane

Map/Parcel Numbers: 56-024; 56-024-0001; 56-024-0002

Project Name: 25 Summer Street Subdivision – also known as Summer Valley Lane

Type of Permit: Definitive Subdivision Plan – Project Completion/Bond Release

Please indicate the status of taxes/fees owed to the Town:

- By checking this box and with my signature below, I verify that all taxes and fees owed to the Town of Medway for the subject property(s) noted above are ***paid in full*** as of this date.
- By checking this box and with my signature below, I verify that the ***Town is owed taxes and/or fees*** for the subject property(s) noted above. Briefly explain on the lines below. Please attach a report that indicates what taxes/fees are owed and the respective amounts.

Signature _____ Date _____

Please complete and return to the Planning and Economic Development office.

Susan Affleck-Childs

From: Bridget Graziano
Sent: Friday, December 12, 2014 12:03 PM
To: Susan Affleck-Childs
Cc: David Travalini
Subject: Conservation Commission Meeting
Attachments: 12-11-14 (DEP 216-0792) Request Summary 25 Summer Street Lot 3 ics.docx; 12-11-14 (DEP 216-0802) pictures.docx

Susy,

Here is an update on the Conservation Commission public meeting of 12/11/14 for the two properties of 2 Summer Valley Lane (formally 25 Summer Street) and 104 Fisher Street (Dover Lane).

2 Summer Valley Lane

- Issued partial Certificate of Compliance for house and driveway (this includes the subdivision road).
- Outstanding issues
- Site needs to be stabilized within all jurisdictional areas, including the 100' buffer zone.
 - Stormwater level spreader needs to have leaves and sediment removed, then extra rip rap added to the spreader to ensure water is slowed and sediment dissipated prior to entering the wetland.
 - The slope made need to be stabilized more with loam and seed come spring.
 - Hay has been added to stabilize the site until the ground is frozen.

See attached photos

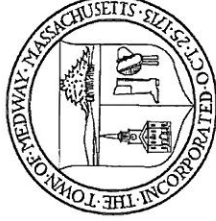
104 Fisher Street

- Issued Partial Certificate of Compliance for roadway only
- Outstanding issues
- Stormwater retention basin had a significant erosion caused during a recent storm and sediment has entered into the system, the water was turbid at time of site visit.
 - Stormwater retention basin will need to be seeded and the area where there was erosion needs to be fixed and stabilized. Any sediment will need to be removed from the basin.

See attached photos

Town of Medway
Bridget R. Graziano, Conservation Agent
155 Village Street
Medway, MA 02053
508.321.4992 o
508.918.5986 c

www.townofmedway.org



TOWN OF MEDWAY REQUEST FOR PROPOSAL DESIGN CONSULTANT to UPDATE MEDWAY DESIGN GUIDELINES

I. INTRODUCTION

The Town of Medway (Town) acting by and through its Town Administrator and the Planning & Economic Development Board (the Board) seeks proposals from qualified firms or individuals to update the *Medway Design Review Guidelines*.

The successful applicant shall be required to enter into a contract with the Town of Medway according to the sample contract attached hereto as Exhibit 1.

Proposals must be submitted/delivered/received by 12 noon on January 14, 2015 to the Town of Medway Planning office, 155 Village Street, Medway, MA. 02053.

The Town reserves the right to reject any or all proposals, and to waive any informality contained therein, as well as any part of any or all proposals, to negotiate any and all terms and to award the contract as decided to be in the best interests of the Town.

Questions regarding this Request for Proposal should be directed to:

Susan Affleck-Childs
Medway Planning and Economic Development Coordinator
508-533-3291
saffleckchilds@townofmedway.org

II. BACKGROUND

Community Information - Medway is a primarily residential, southwest suburban community of 13,800 people located in the I-495 corridor about 25 miles from Boston, Worcester and Providence, RI. Bordering Franklin, Bellingham, Milford, Holliston, Millis, and Norfolk, Medway is accessible from Exits 18 and 19 off of Route 495. Route 109 traverses the community from west to east connecting Medway with Milford to the west and Millis to the east.

History of Design Review Guidelines - The Town presently has and uses the *Medway Design Review Guidelines*, adopted by the Board in 2007. This document was developed through a volunteer effort of Design Review Committee members. See Exhibit 2.

III. SCOPE OF SERVICES

The Board requires the services of a qualified planning/architect/design consultant to update the Town's *Design Review Guidelines*. The task is to refresh the text and incorporate photos and graphics to illustrate the Design Guidelines. The goal is to develop *Design Guidelines* that communicate the Town's design expectations and to make the *Guidelines* more helpful and user friendly to the business and development community.

The consultant shall provide the end product in color in both WORD and pdf version. The document shall be suitable for print distribution and viewing/downloading from the Town of Medway web site.

Consultant tasks are specified below:

- A. Kickoff meeting with Town staff and the chairs of the Planning and Economic Development Board and the Design Review Committee to review scope of work and schedule.
- B. Review Medway's existing planning documents (*2009 Master Plan, Zoning Bylaw, Site Plan Rules and Regulations*). NOTE – All documents are available at the Planning and Economic Development page at the Town's web site: <https://www.townofmedway.org/>
- C. Review Medway's current *Design Review Guidelines* and prepare a red-lined version to identify areas needing further clarification/discussion/refinement and possible new sections.
- D. Hold a joint meeting of the Board and DRC to have a substantive discussion of the red-lined version noted in Task C. Determine overall direction/scope and format for the revised document.
- E. Hold at least 3 listening/work sessions with the DRC to develop new language and brainstorm photos and graphic illustrations.
- F. Prepare a draft document and circulate for review.
- G. Conduct a joint meeting with the Board and DRC to review and discuss first draft.
- H. Revise draft document based on comments received during Task G.
- I. Meet again jointly with the Board and DRC to review revised draft.
- J. Finalize document based on comments from Task I.

Total Meetings = 7

In preparation for this project, the DRC is conducting its own review of the existing *Design Guidelines*. The DRC is also reviewing design guidelines from other communities to become more knowledgeable of content and formatting options.

Project Completion – The goal is to have the consultant complete the above noted Tasks by June 30, 2015.

IV. AVAILABLE FUNDING

A maximum of \$15,000 is available for this project.

V. PROPOSAL INSTRUCTIONS

One original and 4 copies of the proposal, certifications, forms and all associated materials shall be submitted in a sealed package. Proposals should be clearly marked "Design Consultant Proposal" on the outside of the envelope.

Standard 8½" by 11" format is suggested.

The proposer's name and address must appear on the outside of the submission envelope/package.

Proposals must be received by 12 noon on Wednesday January 14, 2015 at the Planning Office, Town of Medway, 155 Village Street, Medway, MA. 02053.

Proposals may be withdrawn prior to the scheduled time for the opening of proposals.

It is the responsibility of the applicant to ensure that delivery of the proposal is made in a proper and timely fashion. The Town is not responsible for deliveries attempted outside of Town Hall business hours or for any delays in delivery. Proposals received after this date/time will not be considered.

Proposals that are not complete or which contain omissions or irregularities of any kind may be rejected. The Town may, however, waive minor informalities and omissions in the proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to the interests of the Town or to fair competition.

VI. CONTENTS OF PROPOSAL

The following items shall constitute a complete proposal:

- A. A **statement of understanding** sufficient to demonstrate that the consultant fully understands the scope of work, the goals of the project, and the expected end product.
- B. An **explanation** of how you will address the specified tasks.
- C. A **list of members of the Project Team** with resume of each person. Clearly designate the Project Manager.
- D. **One or more examples of Design Guidelines** that the individual or firm has prepared for other communities.

- E. **References** - Attach at least three professional letters of reference from individuals familiar with your work and who are in a position to comment critically on it.
 - F. If the applicant is a corporation, a **Clerk's Certification of Authorization** for the person signing the proposal. See attached sample – Exhibit 3.
 - G. **Certificate of Non-Collusion and Tax Compliance.** See attached sample – Exhibit 4.
 - H. An **electronic version of the full proposal.**
 - I. A **price proposal** in a separate sealed envelope.
- All proposals shall be unconditional; no proposal that purports to impose conditions not included in this RFP will be deemed unresponsive.

VII. REVIEW & SELECTION PROCESS & SCHEDULE

Proposals will be opened and recorded in a register in the presence of witnesses at 1 p.m. on Wednesday, January 14, 2015 by the Town's Planning Coordinator. The contents of the responses to the RFP are not public information during the evaluation process. After consultant selection, all proposals shall be deemed to be public records within the meaning of M.G.L. c.4, § 7(26). If an applicant believes that the RFP requires the disclosure of technical, proprietary, or trade secret information that the Applicant is not willing to make public, such information should NOT be submitted. No part of a proposal involving the payment of compensation to the Applicant may be designated as confidential.

All proposals will be reviewed by an Evaluation/Selection Committee to include the Planning Coordinator, the Director of Community and Economic Development, a representative of the Medway Design Review Committee, a representative of the Medway Planning and Economic Development Board and others as may be determined by the Town Administrator. The Committee will select the most qualified applicants and will conduct interviews of the applicants deemed to have the highest qualifications.

The Town reserves the right to seek additional information relating to the Selection Criteria from any candidate after opening of proposals but before entering into a contract, to reject any proposal if it is deemed to be in the best interests of the Town, and to award a contract to the most qualified applicant. The Town reserves the right to check references identified by any candidate or associated with any previous employer of any candidate. Consistent with provisions of M.G.L. c.30B, § 6, the Town reserves the right to award the contract based on considerations other than price.

The Evaluation/Selection Committee shall provide a recommendation to the Town Administrator. The Town Administrator will notify the successful applicant who offered the most outstanding qualifications and experience. If the Town Administrator is unable to successfully negotiate a contract with this individual or firm, the Town Administrator will attempt to award a contract to the next most highly ranked applicant, etc., until the

position is filled. The Town Administrator reserves the right to re-advertise for this position if unable to negotiate a contract with a qualified applicant.

Preliminary Schedule

- By Monday, December 15, 2014 Distribute RFP announcement
- Wednesday, January 14, 2015 Deadline for submission of proposals
- Week of January 19, 2015 Review Team meets to review all proposals and select candidates for interviews
- Week of January 26, 2015 Review Team conducts interviews and notifies Town Administrator of recommended consultant
- Week of February 2, 2015 Notice of Award to selected contractor
- Week of February 9, 2015 Finalize contract details
- February 17, 2015 (Tentative) Board of Selectmen votes to approve contract

VIII. SELECTION CRITERIA

- A. Prior experience in developing Design Guidelines which include a strong graphic component
- B. Prior experience in serving on or as staff to a municipal Design Review Committee
- C. Quality of references, particularly as such pertain to the consultant's ability to work with municipal committees/boards



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

December 9, 2014

TO: Medway Planning and Economic Development Board
RE: Medway Design Guidelines

Dear Members of the Medway Planning and Economic Development Committee,

The DRC, during the past several meetings, has been begun a program of examining the Medway Design Guidelines in preparation for the proposed update. This has included developing a scope of service for a design consultant, exploring Design Guidelines from neighboring communities and proposing the format and mode of the new guidelines.

In order to launch the discussion of guideline revision, the DRC would like to present these findings to the PEDB during a joint meeting. The format of that meeting can be established as at later date, but the DRC would request a meeting some time during mid-January 2015.

Sincerely,

Matthew Buckley
Chairman

Design Review Committee Members

Matthew Buckley, Member & Chairman
Julie Fallon, Member & Vice Chair

Karyl Spiller-Walsh, Planning Board Liaison
Rod MacLeod, member

Rachel Walsh, Member & Corresponding Secretary
Mary Wefer, Member



December 9, 2014
Medway Planning & Economic Development Board Meeting

CONSTRUCTION REPORTS

- Applegate Subdivision – Report #52 (12-2-14)
- Applegate Subdivision – Report #53 (12-3-14)
- Applegate Subdivision – Report #51 (11-12-14)

- Millstone Village ARCPUD – Report #40 (11-21-14)
- Millstone Village ARCPUD – Report #41 (11-22-14)

Tetra Tech			
One Grant Street Framingham, MA 01701			
Project	Date	Report No.	
Millstone Village	11-21-14	40	
Location	Project No.	Sheet 1 of	
Winthrop Street	143-21583-14018	2	
Contractor	Weather	Temperature	
Titan Contracting	A.M. SUNNY	A.M. 40°	
Dave Zercoe	P.M.	P.M.	

FIELD OBSERVATIONS

On Friday, November 21, 2014 Steven Bouley from Tetra Tech (TT) visited the project site to observe the current condition of the site and construction progress. The following observations were made:

1. Observations

- A. The contractor has completed placing and compacting the gravel subbase and is in the process of fine grading the roadway. Compaction tests were conducted every 100-feet for the length of the roadway with compaction passing. Test results will be provided at a later date.
- B. The water system was tested and approved by the Medway Water Department. A Coliform sample has been submitted to a lab for testing.
- C. The builders have enclosed both Units #1 and #2 and are beginning interior work. They have also started framing the Community Building as well as Unit #3.

CONTRACTOR'S FORCE AND EQUIPMENT

CONTRACTOR'S FORCE AND EQUIPMENT				WORK DONE BY OTHERS	
Sup't				Dept. or Company	Description of Work
	1	Bulldozer	1	Asphalt Paver	
Foreman	1	Backhoe		Asphalt Reclaimer	
Laborers	2	Loader		Vib. Roller	
Drivers		Rubber Tire Backhoe/Loader		Static Roller	
Oper. Engr.	2	Bobcat		Vib. Walk Comp.	
Carpenters		Hoeram		Compressor	
Masons		Excavator		Jack Hammer	
Iron Workers		Grader	1	Power Saw	
Electricians		Crane		Conc. Vib.	
Flag persons		Scraper		Rock Crusher	
Surveyors		Articulating Dump Truck		Chipper	
Driller		Conc. Truck		Screener	OFFICIAL VISITORS TO JOB
Blast Crew		Pickup Truck		Drill Rig	
Sewer/Water Tester		Dump Truck 6 Whl		Boom Lift	
		Dump Truck 10 Whl		Water Truck	
		Dump Truck 14 Whl		Lull	
		Dump Truck 18 Whl		Gradall	

Police Details:

Time on site: 8:00 A.M. – 10:00 A.M.

CONTRACTOR'S Hours of Work:

RESIDENT REPRESENTATIVE FORCE
Name _____ Name _____

Resident Representative: Steven Bouley

Project Millstone Village	Date 11-21-14	Report No. 40
Location Winthrop Street	Project No. 143-21583-14018	Sheet 2 of 2
Contractor Titan Contracting Dave Zercoe	Weather A.M. SUNNY P.M.	Temperature A.M. 40° P.M.

FIELD OBSERVATIONS CONTINUED

2. Schedule
 - A. The contractor plans to pave all of Millstone Drive, Sandstone Drive and 600-foot of Cobblestone Drive to binder grade tomorrow.
3. New Action Items
 - A. N/A
4. Previous Open Action Items
 - A. Contractor to finish pave sewer/water trenches in Winthrop Street.
 - B. Sieve analysis to be provided for on-site crushed subbase material. *TT Update: The contractor has provided the sieve analysis on the crushed material, see attached. The material meets MassDOT Spec M1.03.0 Gravel Borrow gradation limits. No Further action required for this item.*
 - C. Sewer testing report to be provided by contractor for the record. *TT Update: The contractor has provided the reports, see attached. No further action required for this item.*
 - D. Water system testing reports should be provided by the contractor for the record.
5. Materials Delivered to Site Since Last Inspection:
 - A. N/A

Yankee Engineering & Testing, Inc.

Letter of Transmittal

TO:

Titan Contractors
 118 Washington Street//Suite 8
 Holliston, MA 01746

DATE:	11/17/14	JOB NO#:	27130
ATTN:	Mr. Dave Zercoe (e-mail)		
CLIENT:	Titan Contractors		
JOB:	Millstone Village		
TOWN:	Wayland, MA		

We Are Sending You The Following Information:

- Shop Drawings Attached Copy of Letter Samples
 Under Separate Cover Prints Test Reports Specifications

COPIES	DATE(S)	REPORT OR TEST DATA DESCRIPTION
1	11/17/14	Gradation Test Results (L-22608)
1	11/17/14	Proctor Test Results (L-22608)

These Test Reports Are Being Transmitted As Checked Below:

- For Your Approval As Requested Approved As Noted
 For Review & Comment For Your Use Approved As Submitted

REMARKS:

COPIES: _____

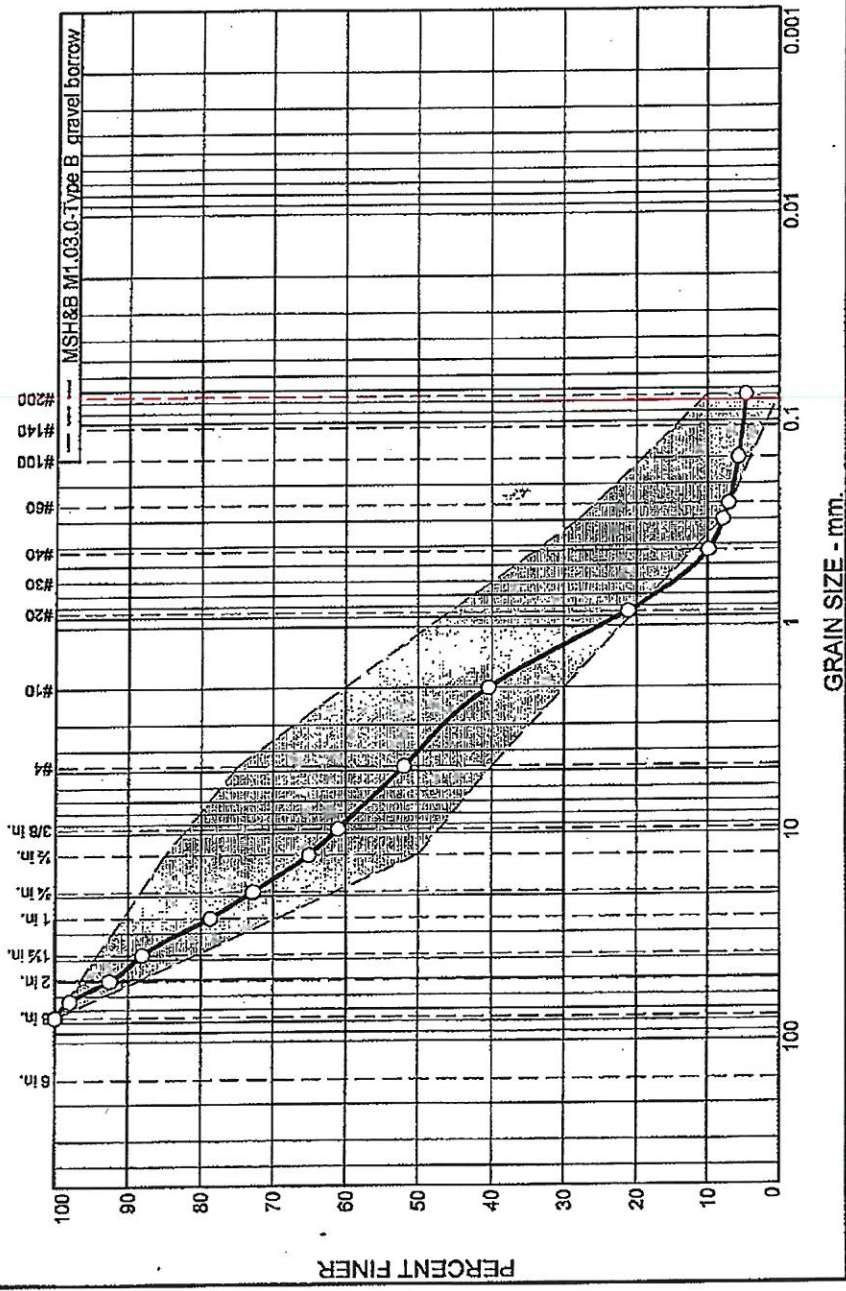
SIGNED:

Timothy J. Dorney

If The Referenced Enclosures Are Not As Noted, Kindly Notify Our Office Immediately.

10 MASON STREET • WORCESTER, MA • 01609
 phone 508-831-7404 fax 508-831-7388

Particle Size Distribution Report



GRAIN SIZE - mm.

% +3"	0.0
% Gravel	48.0
% Sand	47.3
% Silt	4.7
% Clay	4.7

SIEVE SIZE	PERCENT FINER	SPEC.* PERCENT	PASS?
3"	100.0	100.0	(X=NO)
2-1/2"	98.0		
2"	92.5		
1-1/2"	88.1		
1"	78.7		
3/4"	72.8		
1/2"	65.1	50.0 - 85.0	
3/8"	61.1		
#4	52.0	40.0 - 75.0	
#10	40.4		
#20	21.2		
#40	9.9		
#60	8.0	8.0 - 28.0	
#100	7.2		
#200	5.8		
#200	4.7	0.0 - 10.0	

* MSH&B M1.03.0-Type B gravel borrow

Material Description
Brown 3" max gravel and m/c sand trace silt
D-698 proctor = 138.4 pcf @ 5.6% optimum moisture

Atterberg Limits **PI= NP**
LL= NV PL= NP

Coefficients
D₈₅= 32.8026 D₅₀= 4.0198
D₃₀= 1.2402 D₁₀= 0.4288
C_u= 20.44 C_c= 0.41

Classification
USCS= GP AASHTO= A-1-a

Remarks
Sample submitted by client (Dave Zercoe) on 11/14/14
Sample met MHD M1.03.0 "gravel borrow" gradation limits
no job spec's provided to Yankee

Sample No.: L-22608 **Source of Sample:** Millstone Village - Wayland MA **Date:** 11/17/14
Location: Onsite Gravel Base **Elev./Depth:** submitted

YANKEE ENGINEERING & TESTING, INC.

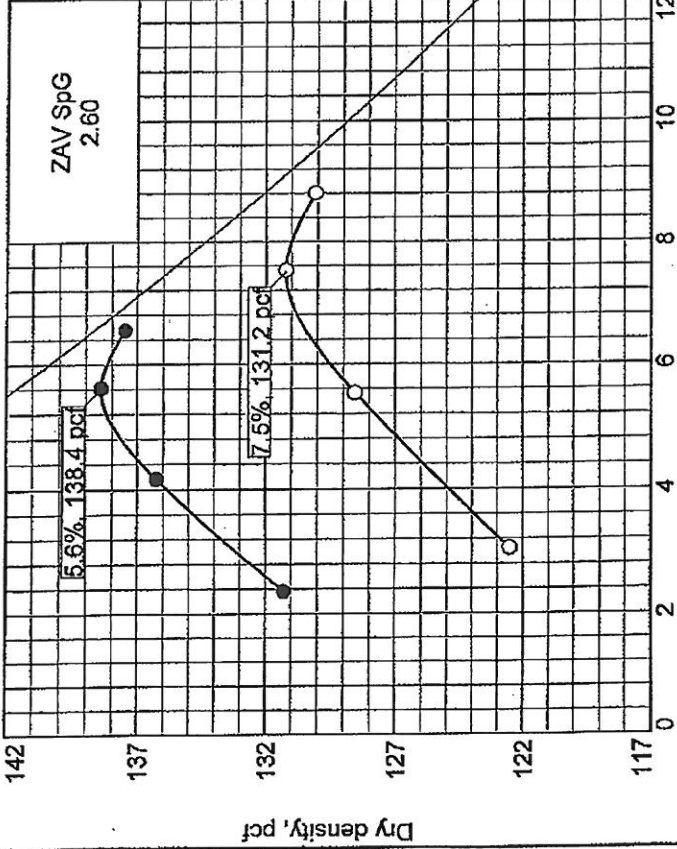
Client: Titan Contractors
Project: Titan Contractors Various Projects
Project No.: 27130

Tested By: AKJR/KN

Checked By: WJP

COMPACTION TEST REPORT

Curve No.
L-22608



Test Specification:
ASTM D-698 Method C (corr.) Standard
ASTM D 4718-87 Oversize Corr. Applied
to Each Test Point

Preparation Method _____
Hammer Wt. 5.5
Hammer Drop 12
Number of Layers 3
Blows per Layer 56
Mold Size 0.075 cu. ft.

Test Performed on Material
Passing 3/4 in. Sieve

NM _____ LL _____ NV _____ PI _____ NP _____
Sp.G. (ASTM D 854) _____
%>3/4 in. 27.2 %<No.200 4.7
USCS _____ GP _____ AASHTO _____ A-1-a _____
Date Sampled 11/17/14

Date Tested _____
Tested By JAR/KN

Water content, %
● - Rock Corrected ○ - Uncorrected

TESTING DATA

	1	2	3	4	5	6
WM + WS	10580.0	10900.0	11085.0	11100.0		
WM	6285.0	6285.0	6285.0	6285.0		
WW + T #1	100.2	104.3	118.5	103.1		
WD + T #1	97.5	99.3	110.6	95.0		
TARE #1	9.9	9.8	10.5	10.0		
WW + T #2	98.6	98.4	113.3	109.4		
WD + T #2	96.0	93.9	106.4	102.0		
TARE #2	10.0	11.8	10.2	10.6		
MOISTURE	2.4	4.2	5.6	6.6		
DRY DENSITY	131.3	136.3	138.4	137.5		

ROCK CORRECTED TEST RESULTS

Maximum dry density = 138.4 pcf

Optimum moisture = 5.6 %

Material Description

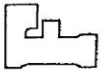
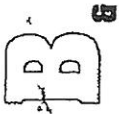
Brown 3" max gravel and m/c sand trace silt
D-698 proctor = 138.4 pcf @ 5.6%
optimum moisture

Remarks:

Project No. 27130 Client: Titan Contractors
Project: Titan Contractors
Various Projects
o Loc.: Onsite Gravel Base Depth: submitted Sample No.: L-22608

Checked by:
Title:

YANKEE ENGINEERING & TESTING, INC.



WATER & SEWER SERVICES, INC.

2 INDUSTRIAL DRIVE SOUTH, UNIT 1
SMITHFIELD, RI 02917

Phone (401) 231-0007

Fax (401) 231-4410

— LIVE WATER TAPS 3/4" to 12"
 — CHLORINATING
 — PRESSURE TESTING
 — LIVE SEWER TAPS
 — SEWER MAIN TESTING
 — SEWER MANHOLE VACUUM TESTING

October 30, 2014

Titan Contractors
P. O. Box 489
Hopkinton, MA 01748

RE: 69 Winthrop Street, Medway, MA

Please be advised that our company performed pressure and vacuum tests at the above referenced location on October 29, 2014.

We pressure tested all 8" sewer lines @ 4 psi for 4 minutes.

Existing MH to SMH 1A -
 SMH 1A to SMH 2 - PASS
 SMH 2 to SMH 3 - PASS
 SMH 3 to SMH 4 - PASS
 SMH 4 to SMH 5 - PASS
 SMH 5 to SMH 6 - PASS
 SMH 6 to SMH 7 - PASS
 SMH 1A to SMH 8 - PASS
 SMH 8 TO SMH 9 - PASS

NOW INTRODUCING THREE NEW SERVICES:

1. TRENCHLESS TECHNOLOGY
2. SAW CUTTING
3. CORE DRILLING

"POWERAM" FOR WATER, SEWER, GAS, AND CONDUIT





WATER & SEWER SERVICES, INC.

2 INDUSTRIAL DRIVE SOUTH, UNIT 1
SMITHFIELD, RI 02917

Phone (401) 231-0007

Fax (401) 231-4410

LIVE WATER TAPS 3/4" to 12"

CHLORINATING

PRESSURE TESTING

LIVE SEWER TAPS

SEWER MAIN TESTING

SEWER MANHOLE VACUUM TESTING

We vacuum tested all Manholes @ 10" of vac for 1 minute.

- SMH 1-A - PASS
- SMH 2 - PASS
- SMH 3 - PASS
- SMH 4 - PASS
- SMH 5 - PASS
- SMH 6 - PASS
- SMH 7 - PASS
- SMH 8 - PASS
- SMH 9 - PASS

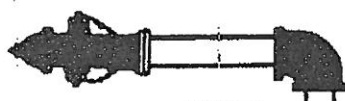
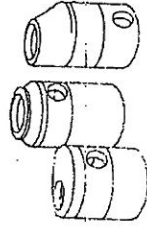
Please feel free to contact us with any questions.

Sincerely,

John P. Fogarty
President

NOW INTRODUCING THREE NEW SERVICES:

1. TRENCHLESS TECHNOLOGY
2. SAW CUTTING
3. CORE DRILLING



Tetra Tech One Grant Street Framingham, MA 01701			
Project	Millstone Village	Date	Report No.
Location	Winthrop Street	11-22-14	41
Contractor	Titan Contracting	Project No.	Sheet 1 of
Dave Zercoe		143-21583-14018	2
		Weather	Temperature
		A.M. SUNNY	A.M. 42°
		P.M.	P.M.

FIELD OBSERVATIONS

On Saturday, November 22, 2014 Steven Bouley from Tetra Tech (TT) visited the project site to observe the current condition of the site and construction progress. The following observations were made:

1. Observations

- A. The contractor is in the process of paving binder for the full length of Millstone Drive, Sandstone Drive and 600-feet of Cobblestone Drive. Binder placed at a loose depth of approximately 3-inches to achieve a final compacted depth of 2 ½-inches.
- B. Castings are expected to be raised next week.

CONTRACTOR'S FORCE AND EQUIPMENT

CONTRACTOR'S FORCE AND EQUIPMENT				WORK DONE BY OTHERS	
Sup't	2	Bulldozer	Asphalt Paver	1	Description of Work
Foreman	1	Backhoe	Asphalt Reclaimer		
Laborers	4	Loader	Vib. Roller	2	
Drivers		Rubber Tire Backhoe/Loader	Static Roller		
Oper. Engr.	1	Bobcat	Vib. Walk Comp.	1	
Carpenters		Hoeram	Compressor		
Masons		Excavator	Jack Hammer		
Iron Workers		Grader	Power Saw		
Electricians		Crane	Conc. Vib.		
Flag persons		Scraper	Rock Crusher		
Surveyors		Articulating Dump Truck	Chipper		
Driller		Conc. Truck	Screener		
Blast Crew		Pickup Truck	Drill Rig		
Sewer/Water Tester		Dump Truck 6 Whl	Boom Lift		
		Dump Truck 10 Whl	Water Truck		
		Dump Truck 14 Whl	Lull		
		Dump Truck 18 Whl	Gradall		

Police Details:

Time on site: 8:00 A.M. – 3:00 P.M.

CONTRACTOR'S Hours of Work:

RESIDENT REPRESENTATIVE FORCE
Name

Name

Resident Representative: Steven Bouley

Project Millstone Village	Date 11-22-14	Report No. 41
Location Winthrop Street	Project No. 143-21583-14018	Sheet 2 of 2
Contractor Titan Contracting Dave Zercoe	Weather A.M. SUNNY P.M.	Temperature A.M. 42° P.M.

FIELD OBSERVATIONS CONTINUED

<p>2. Schedule</p> <p>A. The contractor plans to pave all of Millstone Drive, Sandstone Drive and 600-feet of Cobblestone Drive to binder grade tomorrow.</p> <p>3. New Action Items</p> <p>A. N/A</p> <p>4. Previous Open Action Items</p> <p>A. Contractor to finish pave sewer/water trenches in Winthrop Street.</p> <p>B. Water system testing reports should be provided by the contractor for the record. <i>TT Update: The contractor has provided the pressure test and coliform test reports, see attached. No further action required for this item.</i></p> <p>5. Materials Delivered to Site Since Last Inspection:</p> <p>A. N/A</p>
--



A. M. GALLAGHER

WATER MAIN SERVICES TAPPING & TESTING
22 WESLEYAN TERRACE SHREWSBURY, MASSACHUSETTS 01545
(508) 842-6180

Medway Water Dept.

155 Village St.

Medway Mass 02053

11/14/14

RE: Titan Contractors Co.

Cobblestone Drive @ Millstone Village

off Winthrop St. Medway Mass.

Pressure Test and Chlorinate 620¹⁵ of 8" Ductile Iron
Water Main.

Static Pressure: 60 lbs. P. S. I.

Test Pressure: 200 lbs. P. S. I.

Duration: 120 Minutes

Allowable leakage: 0.53 gal. Per. Hr.

Actual leakage: 0.00 gal. Per. Hr.

Main was chlorinated to 200 p.p.m., and allowed to sit for 48 hours.
Purification results enclosed.

Andrew M. Gallagher

Andrew M. Gallagher



A. M. GALLAGHER

WATER MAIN SERVICES TAPPING & TESTING
22 WESLEYAN TERRACE SHREWSBURY, MASSACHUSETTS 01545
(508) 842-6180

Medway Water Dept.

155 Village St.

Medway Nov. 02053

11/14/14

RE: Titan Contractors Co.

Millstone Drive @ Millstone Village
off Winthrop St, Medway Nov.

Pressure Test and Chlorinate 1050¹⁺ of 8" Ductile Iron
Water Main.

Static Pressure: 60 lbs. P. S. I.

Test Pressure: 200 lbs. P. S. I.

Duration: 120 Minutes

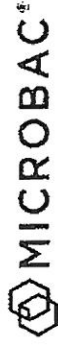
Allowable leakage: 0.89 gal. Per. Hr.

Actual leakage: 0.00 gal. Per. Hr.

Main was chlorinated to 200 p.p.m., and allowed to sit for 48 hours.
Purification results enclosed.

Andrew M. Gallagher

Andrew M. Gallagher



Certificate of Analysis

A.M. GALLAGHER CO.
Andy Gallagher
22 WESLEYAN TERRACE
SHREWSBURY, MA 01545

Contact: Andy Gallagher
Project Name: TC TESTING
Project / PO Number: N/A
Date Received: November 18, 2014
Time Received: 9:45 am

Analytical Testing Parameters

Client Sample ID: TITAN CONTRACT: IIN MILLSTONE
Lab Sample ID: 1444849-01

Collection Date: 11/18/2014
Collection Time: 8:00 am
Collected By: Kevin Dow

MICROBIOLOGY Parameter	Result	Units	RL	Method	Prepared	Analyzed	Analyst
Coliform, total	Absent	per 100mL		SM20 9223	11/18/2014 1457	11/19/2014 1457	ENS

Analytical Testing Parameters

Client Sample ID: TITAN CONTRACT: IIN COBBLESTONE
Lab Sample ID: 1444849-02

Collection Date: 11/18/2014
Collection Time: 8:10 am
Collected By: Kevin Dow

MICROBIOLOGY Parameter	Result	Units	RL	Method	Prepared	Analyzed	Analyst
Coliform, total	Absent	per 100mL		SM20 9223	11/18/2014 1457	11/19/2014 1457	ENS

Definitions:

MA: Denotes results analyzed by Microbac Laboratories, Inc. - Massachusetts.

Laboratory Certifications:

Below is a list of certifications maintained by Microbac Laboratories, Inc. All data included in this report has been reviewed for and meets all project specific and quality control requirements of the applicable accreditation, unless otherwise noted. A complete list of individual analytes pursuant to each certification below is available upon request.

- Massachusetts DEP M-MA003
- Massachusetts Dept. State-Dairy Laboratory 0066
- AZLA Biological Testing Cert No. 3302.01

Microbac Laboratories, Inc.

100 Barber Ave Worcester, MA 01606 | (508) 595-0010 p | (508) 595-0008 f | www.microbac.com



Certificate of Analysis

Report Comments:

The **RL** is the **Reporting Limit**, which is defined as the lowest quantitation level of an analyte that can be readily achieved within the specified limits of precision and accuracy of an analytical method during routine laboratory operating conditions. The value may be raised depending on the characteristics or behavior of the target analyte. This document shall not be reproduced, except in full, without the written approval of Microbac Laboratories, Inc. - Massachusetts Division. If there are any technical questions pertaining to this laboratory report please contact a Client Services Coordinator or the Laboratory Director at 508-595-0010.

Reviewed and Approved By:

Manish Shekhawat
Laboratory Director

Date Reviewed and Approved:

11/20/2014

For any feedback concerning our services, please contact Manish Shekhawat, Laboratory Director at 508.595.0010. You may also contact J. Travor Boyce, President at president@microbac.com

Please help us in meeting our Go Green initiative by selecting to have reports and invoices submitted via email only. Please contact Manish.Shekhawat@microbac.com to set up email reporting and invoicing options.

Microbac Laboratories, Inc.

100 Barber Ave Worcester, MA 01606 | (508) 595-0010 p | (508) 595-0008 f | www.microbac.com



Certificate of Analysis

A.M. GALLAGHER CO.
 Andy Gallagher
 22 WESLEYAN TERRACE
 SHREWSBURY, MA 01545

Contact: Andy Gallagher
 Project Name: **TC TESTING**
 Project / PO Number: N/A
 Date Received: November 17, 2014
 Time Received: 2:50 pm

Analytical Testing Parameters

Client Sample ID: **TITAN CONTRACT: lin MILLSTONE**
 Lab Sample ID: **1444810-01**

Collection Date: **11/17/2014**
 Collection Time: **12:00 pm**
 Collected By: **Kevin Dow**

MICROBIOLOGY

Parameter	Result	Units	RL	Method	Prepared	Analyzed	Analyst
Coliform, total	Absent	per 100mL		SM20 9223	11/17/2014 1600	11/18/2014 1600	ENS

Analytical Testing Parameters

Client Sample ID: **TITAN CONTRACT: lin COBBLESTONE**
 Lab Sample ID: **1444810-02**

Collection Date: **11/17/2014**
 Collection Time: **12:10 pm**
 Collected By: **Kevin Dow**

MICROBIOLOGY

Parameter	Result	Units	RL	Method	Prepared	Analyzed	Analyst
Coliform, total	Absent	per 100mL		SM20 9223	11/17/2014 1600	11/18/2014 1600	ENS

Definitions:

MA: Denotes results analyzed by Microbac Laboratories, Inc. - Massachusetts.

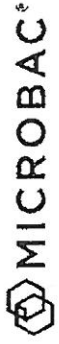
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- Massachusetts DEP M-MA003
- Massachusetts DPH State Dairy Laboratory 0056
- A2LA Biological Testing Cert No. 3302.01

Microbac Laboratories, Inc.

100 Barber Ave Worcester, MA 01606 | (508) 595-0010 p | (508) 595-0008 f | www.microbac.com



Certificate of Analysis

Report Comments:

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This document shall not be reproduced, except in full, without the written approval of Microbac Laboratories, Inc.- Massachusetts Division. If there are any technical questions pertaining to this laboratory report please contact a Client Services Coordinator or the Laboratory Director at 508-595-0010.

Reviewed and Approved By:

Manish Shekhawat
Laboratory Director

Date Reviewed and Approved:

11/18/2014

For any feedback concerning our services, please contact Manish Shekhawat, Laboratory Director at 508.595.0010. You may also contact J. Trevor Boyce, President at president@microbac.com

Please help us in meeting our Go Green initiative by selecting to have reports and invoices submitted via email only. Please contact Manish.Shekhawat@microbac.com to set up email reporting and invoicing options.

Microbac Laboratories, Inc.

100 Barber Ave Worcester, MA 01606 | (508) 595-0010 p | (508) 595-0008 f | www.microbac.com

Tetra Tech One Grant Street Framingham, MA 01701			
Project	Date	Report No.	
Applegate Farm	12-02-14	52	
Location	Project No.	Sheet 1 of	
Coffee/Ellis Street, Medway, MA	143-21583-12007	2	
Contractor	Weather	Temperature	
Unique Homes Eric Johnson	A.M. SUNNY P.M.	A.M. 50° P.M.	

FIELD OBSERVATIONS

On Tuesday, December 2, 2014, Steve Bouley from Tetra Tech was on-site to inspect the current condition of the site and construction progress. The following observations were made:

I. Observations

- A. The contractor is in the process of installing the bituminous berm throughout the subdivision. Berm has been placed on both sides of the roadway.
- B. GLM is expected to visit the project site to conduct a survey of the completed drain infrastructure Thursday. Mr. Johnson removed all silt sacks to allow for access to the structures. The silt sacks will be replaced when the survey is complete.

CONTRACTOR'S FORCE AND EQUIPMENT

CONTRACTOR'S FORCE AND EQUIPMENT			WORK DONE BY OTHERS	
Sup't			Dept. or Company	Description of Work
1	Bulldozer		1	Asphalt Paver
1	Backhoe			Asphalt Reclaimer
4	Loader			Vib. Roller
	Rubber Tire Backhoe/Loader			Static Roller
	Bobcat			Vib. Walk Comp.
	Hoeram			Compressor
	Excavator			Jack Hammer
	Grader			Power Saw
	Crane			Conc. Vib.
	Scraper			Tree Remover
	Conc. Mixer			Chipper
	Conc. Truck			Screeener
	Pickup Truck			Drill Rig
	Dump Truck 6 Whl			Boom Lift
	Dump Truck 10 Whl	2		Water Tank
	Dump Truck 14 Whl			Lull
	Dump Truck 18 Whl			Gradiall

Police Details:

Time on site: 8:00 A.M. - 11:00 A.M.

CONTRACTOR'S Hours of Work:

RESIDENT REPRESENTATIVE FORCE	
Name	Name
Resident Representative Steve Bouley	

Project	Date	Report No.
Applegate Farm	12-02-14	52
Location	Project No.	Sheet 2 of
Coffee/Ellis Street, Medway, MA	143-21583-12007	2
Contractor	Weather	Temperature
Unique Homes Eric Johnson	A.M. SUNNY P.M.	A.M. 50° P.M.

FIELD OBSERVATIONS CONTINUED

2. Schedule
 - A. TT will inspect the subdivision on an as needed basis.
3. New Action Items
 - A. N/A
4. Previous Open Action Items
 - A. The pavement in Coffee Street where the sewer connection was made needs to be repaired. *5/18 Update: Mr. Canesi has repaired that pavement in this location. The pavement is a temporary patch and will need to be repaired in a final condition prior to the completion of the project.*
 - B. SMH 11 appears to be set too low. The flat top section of the structure is set at least 5' below the roadway grade. It appears that there is a discrepancy on the plan between the finish grade elevation in this area as shown on the profile versus the plan views. *5/18 Update: Mr. Canesi stated that he noticed this discrepancy but the structures were already ordered per the elevations provided in the profile. They will discuss with owner and revise as necessary. It should be easy to remove the flat top and add another riser section to raise the elevation as necessary.*
 - C. Canesi requested that we connect the existing house on Lot 9R to the new sewer installed in Road A. TT will check with the DPS and Planning Board about connecting a house to the system prior to a bond being submitted. *DPS felt that TT should conduct a thorough inspection of the sewer system prior to allowing the new connection. It is also noted that the connection would be done at the risk to the Owner, meaning if there is an issue with the sewer line within the subdivision or on the house owners property, the town is not yet responsible for operation and maintenance of that line. A sketch shall be submitted to the BOH upon capping of the forcemain.*
 - D. It was noted that the property at the intersection of Coffee Street and Ellis Street has cleared all of the trees within the ROW on Coffee Street. We discussed with the contractor of Applegate that the parcel owned by Mr. Costello along Coffee should not be cleared in the same manner. The intent of the design is to have the proposed sidewalk meander around the existing trees. *TT Update: The sidewalk has been placed in a meandering alignment around the existing trees to avoid clearing. No further action required for this item.*
 - E. The DPS has notified us that the project requires two water connection permits and will require an additional sewer connection permit when the main building on Lot 9R is reconnected into the Applegate Subdivision sewer system.
5. Materials Delivered to Site Since Last Inspection:
 - A. N/A.

Tetra Tech			
One Grant Street Framingham, MA 01701			
Project	Date	Report No.	
Applegate Farm	12-03-14	53	
Location	Project No.	Sheet 1 of	
Coffee/Ellis Street, Medway, MA	143-21583-12007	2	
Contractor	Weather	Temperature	
Unique Homes	A.M. CLOUDY	A.M. 45°	
Eric Johnson	P.M.	P.M.	

FIELD OBSERVATIONS

On Wednesday, December 3, 2014, Steve Bouley from Tetra Tech was on-site to inspect the current condition of the site and construction progress. The following observations were made:

1. Observations
 - A. The contractor is in the process of installing sidewalk binder throughout the subdivision. Binder was placed to a loose depth of approximately 2 1/4-inches to achieve a final compacted depth of 1 3/4-inches.

CONTRACTOR'S FORCE AND EQUIPMENT

Sup't	Bulldozer	Asphalt Paver	Dept. or Company	Description of Work
1	Backhoe	Asphalt Reclaimer		
1	Loader	Vib. Roller		
4	Rubber Tire Backhoe/Loader	Static Roller		
	Bobcat	Vib. Walk Comp.		
	Hoeram	Compressor		
	Excavator	Sidewalk Paver		
	Grader	Power Saw		
	Crane	Conc. Vib.		
	Scraper	Tree Remover		
	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	Gradaill		

WORK DONE BY OTHERS

Police Details:		RESIDENT REPRESENTATIVE FORCE	
Time on site: 8:00 A.M.- 11:00 A.M.		Name	Name
CONTRACTOR'S Hours of Work:			
		Resident Representative Steve Bouley	

Project	Date	Report No.
Applegate Farm	12-03-14	53
Location	Project No.	Sheet 2 of
Coffee/Ellis Street, Medway, MA	143-21583-12007	2
Contractor	Weather	Temperature
Unique Homes	A.M. CLOUDY	A.M. 45°
Eric Johnson	P.M.	P.M.

FIELD OBSERVATIONS CONTINUED

2. Schedule

- A. TT will inspect the subdivision on an as needed basis.

3. New Action Items

- A. N/A

4. Previous Open Action Items

- A. The pavement in Coffee Street where the sewer connection was made needs to be repaired. *5/18 Update: Mr. Canesi has repaired that pavement in this location. The pavement is a temporary patch and will need to be repaired in a final condition prior to the completion of the project.*
- B. SMH 11 appears to be set too low. The flat top section of the structure is set at least 5' below the roadway grade. It appears that there is a discrepancy on the plan between the finish grade elevation in this area as shown on the profile versus the plan views. *5/18 Update: Mr. Canesi stated that he noticed this discrepancy but the structures were already ordered per the elevations provided in the profile. They will discuss with owner and revise as necessary. It should be easy to remove the flat top and add another riser section to raise the elevation as necessary.*

C. Canesi requested that we connect the existing house on Lot 9R to the new sewer installed in Road

A. TT will check with the DPS and Planning Board about connecting a house to the system prior to a bond being submitted. *DPS felt that TT should conduct a thorough inspection of the sewer system prior to allowing the new connection. It is also noted that the connection would be done at the risk to the Owner, meaning if there is an issue with the sewer line within the subdivision or on the house owners property, the town is not yet responsible for operation and maintenance of that line. A sketch shall be submitted to the BOH upon capping of the forcemain.*

- D. The DPS has notified us that the project requires two water connection permits and will require an additional sewer connection permit when the main building on Lot 9R is reconnected into the Applegate Subdivision sewer system.

5. Materials Delivered to Site Since Last Inspection:

- A. N/A.

Susan Affleck-Childs

From: Kirsten Jensen <kmjensenlaw@gmail.com>
Sent: Monday, October 20, 2014 1:34 PM
To: Susan Affleck-Childs
Cc: DEinis@aol.com
Subject: Village Street, Medway, MA (Charlotte Realty Trust - David Einis)
Attachments: hppscan3.pdf

Dear Susan:

In accordance with our telephone conversation of earlier today, attached please find a copy of the Covenant granted between Frank R. Equi and the Planning Board of the Town of Medway dated November 1, 1965 and recorded with Norfolk Registry in Book 4328, Page 23.

As discussed, my office represents the current owner, Charlotte Realty Trust (David and Florence Einis) in regard to a potential land transaction involving this property and the potential purchaser would be looking for a release of this Covenant from the Planning Board.

Please let me know what else you need from my office to resolve this matter.

Thank you in advance for your courtesy and cooperation.

Kirsten Jensen

Law Office of Kirsten M. Jensen
631 Central Street
Holliston, MA 01746
Telephone: 508-794-1090
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Cell: 774-217-8316
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LAND SUBDIVISION - FORM I

Release of Restrictive Covenant

Planning & Economic Development Board – Town of Medway, MA

We, the undersigned members, being a majority of the Planning & Economic Development Board of the Town of Medway, Norfolk County, Massachusetts, hereby certify on this date that the Lots shown on a plan entitled "Subdivision of Land in Medway, Mass., scale 1"=50' dated May 6, 1963, Revised January 5, 1965 and Revised August 12, 1965, Engineer: B & E Engineering Associates, Inc., 1 Russell St., Woburn, Mass., OWNER: Frank R. Equi, 1 Taft Circle, Winchester, Mass.," which is recorded with the Norfolk County Registry of Deeds as Plan Number 107 of 1966 in Plan Book 220, to which reference may be had for a more particular description, is hereby released from the terms, provisions and conditions as to sale and building thereon as set forth in a Covenant between the Medway Planning and Economic Development Board and Frank R. Equi dated November 1, 1965 and recorded with the Norfolk County Registry of Deeds in Book 4328, Page 597.

Executed under seal this _____ day of _____, 20____.

Signatures of a majority of the members of the Planning & Economic Development Board of the Town of Medway:

Norfolk County, SS.

On this _____ day of _____, before me, the undersigned notary public, personally appeared _____

members of the Medway Planning and Economic Development Board, proved to me through satisfactory evidence of identification, which was a Massachusetts Drivers License and personal knowledge to be the persons whose names are signed on the above document, and acknowledged to me that they signed it voluntarily and for its stated purpose.

Notary Public

My commission expires:

COVENANT

I, Frank R. Equi of Winchester, Mass., being the Mayor of land submitted for approval by The Planning Board of a definitive plan of a subdivision in Medway, County of Norfolk, Commonwealth of Massachusetts, entitled, "Subdivision of Land in Medway, Mass., scale 1"=50', dated May 1963, Revised January 5, 1965 and Revised August 27, 1965, Engineers D & E Engineering Associates, Inc., 1 Russell St., Woburn, Mass., OWNER; Frank R. Equi, 1 Taft Circle, Winchester, Mass., hereby elect to obtain conditional approval of said plan by agreement as provided in the General Laws, Chapter 41, Section 81-U as amended.

I, Frank R. Equi, therefore, covenant and agree with said Planning Board and with the inhabitants of the Town of Medway that no lot in said subdivision shall be sold and no building erected or placed upon any lot therein except upon the following covenants and conditions.

- (1) The ways and the municipal services serving such lot shall have been constructed or installed, all in accordance with the requirements of said board as set forth in its rules and regulations and as further specified hereinafter.
- (2) No building or structure shall be built or placed on a lot of land until adequate provision has been made for water service from an existing water main of the Town to serve such lot.
- (3) No building or structure shall be built or placed on a lot of land without the approval of The Medway Board of Health.
- (4) All dwellings shall have the first floor elevation twelve inches (12") above the crown of the street grade at the highest point passing such dwelling.
- (5) All dwellings shall be graded in such a manner as to provide a minimum gradient of $\frac{1}{4}$ " per foot for a horizontal distance of a minimum of 10 feet, as per F.H.A. "Minimum Property Standards for ONE and TWO Living Units".
- (6) No building or structure shall be built or placed on a lot of land until adequate provision has been made for storm drain on the locus.
- (7) The fee to the ways and all utilities installed thereon and easements for drainage as shown on the plans, shall at the completion of the project, be conveyed to the Town of Medway. The owner may at his election, furnish a surety bond, with surety approved by the Planning Board, in an amount sufficient in the opinion of the Board, to cover
 - (a) The costs of construction of the way and installation of municipal services referred to

refers to Plan # 107 of 1966 Pt. R.R. 220

25 26

140

4328

598

In Article No. 1 or any unfinished part thereof and (b) The performance of the provisions of this covenant

This agreement shall be binding upon the owner, his successors and assigns and, further, the owner agrees that the obligation to perform the conditions hereof shall be binding upon the land.

Nothing contained in this covenant shall be deemed to prohibit a conveyance by a single deed, subject to such covenant of either the entire parcel of land shown on the subdivision plan or of all lots not previously released by the Planning Board.

The premises or any part thereof may be mortgaged by the owner and any such mortgage or mortgages, as well as any title based thereon, shall not be deemed to be a easlo.

This covenant shall take effect upon approval of said plan.

Reference to this covenant shall be entered upon said plan and this covenant shall be recorded when said plan is recorded.

When the requirements of this covenant have been complied with as to any particular lot or a bond furnished as provided above, then the foregoing restrictions as to the erecting or placing of a building in any lot shall be removed and a certificate duly executed by a majority of the Board waiving this prohibition shall be filed and recorded in the Norfolk Registry of Deeds.

Signed and sealed this first day of November, 1965 Frank R. Equi

COMMONWEALTH OF MASSACHUSETTS

Middlesex ss Date November 1, 1965

Then personally appeared Frank R. Equi and acknowledged the foregoing instrument to be his free act and deed, before me

MY COMMISSION EXPIRES OCTOBER 14, 1964

Richard H. Brown
Notary Public



Recorded Feb. 3, 1966 at 12:29 P.M.

