

March 25, 2014
Medway 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		X	X		X

ALSO PRESENT:

Susy Affleck-Childs, Planning and Economic Development Coordinator
Amy Sutherland, Meeting Recording Secretary

The Chairman opened the meeting at 7:00 pm.

The Community was informed that the meeting was being recorded both by video and tape recording.

Citizen's Comments:

Attorney Peter Paulousky, Representing Olga Guerrero:

Attorney Paulousky was present on behalf of Olga Guerrero. He explained that the property known as Rolling Hills was sold and he learned that his client has \$8,000 being held by the town for peer review on a project that is no longer his clients. He is requesting that the money be returned.

It was communicated to Attorney Paulousky that the board did discuss this at a previous meeting and they are not comfortable releasing the money back to her.

Attorney Paulousky responded court case has been settled and land has been sold. The new owner would be responsible for putting money into the escrow account. He bought land not a decision. The decision was not in the deal.

The decision back is 2006 was not appealed.

Susy is questioning if the decision or plan were ever recorded at the registry. She will check with the registry. She will also consult with town counsel to see if the town can refund or rescind the original decision.

The consultant responded that the board could rescind the decision, but there is a formal process to do this.

The new owner was sent a new invoice and letter asking what his intentions are for the subdivision.

The board wanted to know if there were any extensions granted on this decision. Susy will follow-up on that item.

Millstone Village Adult Retirement Community:

The Chairman opened the continued hearing for the Millstone Village Adult Retirement Community.

Scenic Road Permit:

On a motion made Karyl Spiller-Walsh and seconded by Tom Gay, the board voted unanimously to open and waive the reading of the public hearing notice for the scenic road permit for Millstone Village. (See Attached)

The Tree Warden Fred Sibley is present and referenced his email dated March 24, 2014. **(See Attached).**

Susy explained that the new permit application pertains to the removal of one tree in the right of way adjacent to Millstone Village where the driveway is being put. The board is in receipt of a packet with a photograph of the pine tree which will be removed. There is also a drawing showing the location. **(See Attached)**

There was a question about how far back the tree is in the photo.

The engineer indicated that it is outside the right of way.

Susy explained that the bylaw only applies to trees or stonewalls in the right of way which will need to be removed due to the construction. This is how the statute reads.

Fred Sibley explained that he came up with a cost estimate of \$2,500.00. This amount was based on a formula. This takes into account the type, size and health of the tree. It was suggested to replace the pine with three red maples with the hope that the contractor would agree to plant these with the tree warden's supervision.

The engineer indicated that the applicant will be amenable to this.

Susy will draft language up for the next meeting.

There was discussion that there needs to be a timeline put in place for the plantings. It was suggested April 30, 2015.

Close Scenic Road Permit Hearing:

On a motion made Karyl Spiller-Walsh and seconded by Tom Gay, the board voted unanimously to close the public hearing for the scenic road permit for Millstone Village.

The Board went into the regular public hearing for Millstone Village.

Documents Entered into the Record:

- Email from Mike Hall of Tetra Tech dated March 24, 2014 (**See Attached**)
- Memo from Doug Havens, Medway Community Housing Coordinator, dated March 10, 2014 (**See Attached**)
- Confidential Email from Town Counsel dated March 25, 2014
- Memo dated March 24, 2014 from Matt Buckley from the Design Review Committee (**See Attached**)

Member Tucker and Member Hayes were not present but will be signing a Mullin's Rule Certification after they listen to the meeting recording.

Engineer Rob Truax explained that a landscaping plan of the entrance around the club house was submitted. The board has the plans. It also shows the streetscape and plantings. There cannot be landscaping on the detention basin or on the dike. For maintenance purposes this area needs to be mowed.

Member Spiller-Walsh communicated that the rip rap in there is an issue. She would like to see something different or in another form with the look of fieldstone. There are alternatives.

The engineer responded that you are not going to see this area and he has not seen a variation in riprap.

Member Spiller-Walsh would like to see the wall along the road screened.

The engineer responded that this area is being screened, with white pine and spruce. The rip rap is there for erosion control but only at the inlets to basins.

The Chairman responded that the applicant has spent a lot of money on this and if the standards do not call it out for variety in the rip rap, we can't hold him accountable for such.

The traffic report was provided to Tetra Tech and Mike Hall provided some comments.

- The report was accurate, appropriate and applicable. There was not significant growth and suggested putting two driver feedback signs.
- The applicant will be provided with a cost.

The board is in receipt of an email dated March 6, 2014 from Tom Holder which references that as long as Medway is moving forward with their I/I program, the Charles River Pollution Control District will accept the additional flow.

Affordable Housing:

The applicant informed the board that they have hired someone to work on the affordable housing.

The board is in receipt of a letter written from Sue Rorke, Information Specialist at Metro West Center for Independent Living, Inc. dated March 13, 2014 (**See Attached**). This letter asks for Millstone Village to contain as many accessible units as possible. She explained that the 55 over makes more sense since residents could age in these units. This would benefit everyone. There is a market for this. She referenced Section 804 in regards to new construction. This suggests that for multifamily dwellings, at least one building entrance be on accessible route; accessible public paths, etc. She also believes that the developer make at least 5% of the units wheelchair accessible.

The question was asked if a Federal law trumps the State law.

The applicant indicated that they were given the recommendation to seek guidance from Zoning Board of Appeals. They have filed a petition.

Susy explained that she has had discussion about this with the applicant and is following up with town counsel, since we are not sure if the ZBA has the authority to make a variance on such a request. This may require a change in the bylaw to create options for flexibility. A memo to counsel will be sent. There needs to be further clarity about 804.

The Chairman does not think the applicant should have to pay for this again.

Susy will follow-up with counsel.

Mr. Bob Ferrari, chairman of the Affordable Housing Committee wanted it to be noted that developers ought to consider units to get a more diverse community with people with disabilities. There is a market for this.

The Chairman explained that in the regulatory process we need to follow the prescriptive written rules. This is the applicant's investment and cannot dictate the applicant, and maybe we need to modify the bylaw for handicap accessible.

Member Spiller-Walsh responded that possibly maybe we need to be on the frontier of this and if there is an issue with the marketability of units maybe with creative design, this could be encouraged within the design guidelines. We should look at it.

The Chairman asked within the bylaw of the Homeowner's Association, could you allow ramps into units.

The engineer indicated that the ramps and other items depend on the buyer. This needs to be looked at further. This is not just putting a ramp at the entrance.

Sidewalk:

The board is in receipt of an estimate dated March 13, 2014 from Tetra Tech in the amount of \$11,562.00 for sidewalks.

Susy explained the applicant can provide payment in lieu. The adding of a contingency is standard.

Open Space Trail:

There were two members from Open Space Committee present to discuss the open space trails (Paul Marble and Jim Wickis).

The applicant has indicated that parcel wish to retain ownership of the open space parcel.

There are two parallel issues which need to be discussed.

1. The ownership of parcel.
2. Some type of restrictions be kept as Open Space.
3. Connection of Trail

The board is in receipt of an email dated March 4, 2014 from Susy to the applicant regarding the ownership of the open space. **(See Attached)** The wish of the applicant is to retain ownership of the open space parcel and convey it to the condo association. The agreement of this will need to be drafted by the applicant's attorney.

It was suggested that there be a scheduled site walk with the conservation agent, to do a layout of trails and to determine the connections.

Open Space Committee will provide a detailed recommendation on a trail plan. There is a network and plan to connect. Chairman Rodenhiser and Associate Member Di Ilulio would like to go on the visit.

Open Space Member Wickis indicated that Medway does not enough accessibility to open space parcels and any effort to make this accessibility to residents would be appreciated. He also wanted to know about the maintenance of the trails.

The engineer responded that we do not want residents who are using the trails parking in the development. This needs to be addressed.

Susy explained that the condo association would need to do the maintenance and upkeep.

List of waivers:

The board is in receipt of a memo from GLM Engineering dated March 18, 2014 which included the waiver requests. **(See Attached)**

The applicant also provided a letter dated March 25, 2014 in which they explained their intent to petition the ZBA to allow for occupants under 55 years of age and asking for the PEDB's support. **(See Attached)**

Items which need further clarity:

- Phasing plan in writing.
- How to tie the bond into the phase.

The applicant will provide information about how the phasing will take place. The applicant is thinking about five phases.

Continuation Hearing Millstone:

On a motion made by Tom Gay and seconded by Karyl Spiller-Walsh, the Board voted unanimously to continue the hearing for Millstone Village until April 8, 2014 at 8:15 pm.

ANR Plan for Winthrop Street

The Board is in receipt of the ANR plan submitted by GLM Engineering Consultants dated March 18, 2014. **(See Attached)**. This pertains to the land in front of the proposed Millstone Village development that will continue to be owned by Betty McCall Vernaglia.

The Board is also in receipt of a memo dated March 21, 2014 from Consultant Gino Carlucci regarding the McCall Vernaglia ANR plan on Winthrop Street. **(See Attached)**

On a motion made Karyl Spiller-Walsh and seconded by Tom Gay, the board votes unanimously to endorse the ANR as presented, this will be signed at the end of the meeting.

Design Consultant:

Discussion continued about seeking assistance from design consultant for the DRC.

Susy explained that there was a meeting with potential design consultants.

Member Gay indicated that design review is free as referenced in the Design Guidelines.

Susy concurred that there is language that there will be no fees charged or associated.

Andy Rodenhiser noted that the contract is between the design consultant and Gino Carlucci.

Summer Valley Lane Subdivision:

The Board is in receipt of a scope of change order dated March 13, 2014 from Tetra Tech in the amount of \$2,700.00. **(See Attached)**

This change order is for additional inspections due to the ledge encountered on site. This included additional site meetings.

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to accept the estimate as presented in the amount of \$2700.00.

Warrant Update:

The Board of Selectmen has voted to decline to include the language on the warrant for the proposed changes to the Commercial I zoning district.

High School Athletic Fields:

The Board is in receipt of a proposal from Tetra Tech for the professional services for review of the High School Athletic Field site plan submittal in the amount of \$6,160.00 dated March 24, 2014. (See Attached)

The Board is in receipt of an estimate from PGC Associates in the amount of \$1035.00 for review of the proposal from Gale Associates. (See Attached)

Minutes:

March 4, 2014:

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to accept the minutes from March 4, 2014.

March 10, 2014:

The minutes from March 10, 2014 will be tabled until the next meeting.

March 11, 2014:

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to accept the minutes from March 11, 2014.

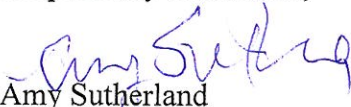
Meeting Dates:

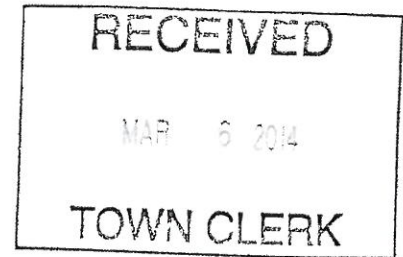
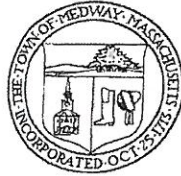
The Board discussed meeting on April 29th instead of April 22nd. Susy will follow-up with an email to members.

Adjourn Meeting:

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to adjourn the meeting at 9:30 pm.

Respectfully Submitted,


Amy Sutherland
Recording Secretary



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

MEDWAY PLANNING & ECONOMIC DEVELOPMENT BOARD
NOTICE OF SCENIC ROAD PUBLIC HEARING
Winthrop Street – Millstone Village

In accordance with the provisions of Massachusetts General Law, Chapter 40, Section 15C (*the Scenic Roads Act*) and Chapter 87, Section 3 (*the Public Shade Tree Act*), and the Town of Medway Planning Board *Rules and Regulations for the Review and Issuance of Scenic Road Work Permits*, notice is given that the Medway Tree Warden and Planning and Economic Development Board will conduct a public hearing on Tuesday, March 25, 2014 at 7:15 p.m. in the Sanford Room of Town Hall, 155 Village Street, Medway, MA to consider the application of Elite Home Builders of Westborough, MA for a Scenic Road Work Permit.

The Scenic Road Work Permit pertains to proposed construction work in the Town's right-of way on Winthrop Street, a designated Medway Scenic Road, at the location proposed for *Millstone Village*, an 80 unit, active adult (+55) retirement community. The 51 acre site is located at 129 R Lovering Street between 61 and 83 Winthrop Street in the ARI zoning district (Medway Assessor's Parcel 20-4). The property is presently owned by Betty McCall-Vernaglia of Medway, MA.

The applicant proposes to cut and remove a twenty-one inch (21") diameter white pine tree to enable the construction of an access drive to *Millstone Village*. The tree in question is located on the west side of Winthrop Street across from Clover Lane. ***A Notice shall be posted on the one (1) affected tree at least seven (7) days before the public hearing.***

The application materials are on file with the Town Clerk at Medway Town Hall, 155 Village Street and may be inspected during normal business hours, Monday – Thursday from 7:30 am to 4:30 pm and Friday from 7:30 am to 12:30 pm. Interested persons or parties may attend the public hearing and express their views at the designated time and place. Written comments are encouraged and may be sent to: planningboard@townofmedway.org. For additional information, please contact the Medway Planning and Economic Development Office at 508-533-3291.

Andy Rodenhiser
Chairman

To be published in the *Milford Daily News*
Tuesday, March 11, 2014 and Monday, March 17, 2014

cc: *Medway Town Officials/Departments* – Board of Selectmen/Town Administrator, Inspector of Buildings/Zoning Enforcement Officer, Conservation Commission, Historical Commission, Public Services Department, Tree Warden.

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

MEDWAY SCENIC ROAD WORK PERMIT APPLICATION

Medway Planning Board
155 Village Street, Medway, MA 02053 508-533-3291

This application for a Scenic Road Work Permit is made pursuant to the Planning Board's *Rules and Regulations for Review and Issuance of Scenic Road Work Permits* (adopted July 16, 2002). Please refer to the *Rules and Regulations* for specific definitions of all *italicized* words included in this application.

Date: MARCH 4, 2014

1. Applicant/Location Information:

Location/Address on Scenic Road: WEST SIDE OF WINTHROP ST ACROSS FROM CLOVER
Name of Applicant: ELITE HOME BUILDERS LLC
Primary Contact: GLM ENG. CONS. (ROBERT TRUAX)
Mailing Address: 19 EXCHANGE ST HOLLISTON MA 01746
Telephone: 508 429 1100 Email address: ROBERT.TRUAX@glmengineering.com

2. Describe the *repair, maintenance, paving or reconstruction* work you wish to do in the Town's right-of-way on the Scenic Road:

Elite Home Builders propose to construct an 80 unit ACTIVE ADULT CONDOMINIUM COMMUNITY, ("Millstone Village") ON THE WEST SIDE OF WINTHROP STREET. THE ACCESS REQUIRES REMOVAL OF ONE TWENTY-ONE INCH PINE TREE.

3A. Is there a *stone wall(s)*, in the Town's right-of-way of the Scenic Road where you propose to *repair, maintain, reconstruct or pave*? **You must contact the Medway Department of Public Services (DPS) at Town Hall, 155 Village Street, 508-533-3275 to answer this question. A representative of the DPS must visit the site to answer Questions 3A and 3B and sign below.**

YES - If YES, please answer 3B NO - If NO, skip 3B and go to 4A

Signature of Medway DPS Representative

Date

3B. If you answered YES to 3A, does the proposed work to *repair, maintain, reconstruct or pave* in the Town's right-of-way of a Scenic Road involve the *tearing down or destruction of a stone wall or any portion thereof*?

YES NO

4A. Are there any *tree(s)* located within the Town's right-of-way of the Scenic Road? **You must contact the Medway Tree Warden Brutus Cantoreggi to answer this question. Leave a message for him at 508-533-3275. The Tree Warden must visit the site to answer Questions 4A and 4B and sign below.**

YES - If YES, please answer 4B NO - If NO, skip 4B and go to 5



Signature of Medway Tree Warden

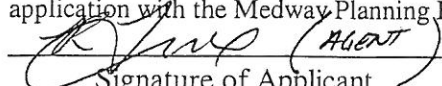
Date

4B. If you answered YES to 4A, does the proposed work to *repair, maintain, reconstruct or pave* in the Town's right-of-way of a Medway Scenic Road involve the *cutting or removal of a tree(s)*?

YES NO

5A. If question 3B OR 4B was answered YES, a Scenic Road public hearing and Work Permit are required. You must complete the remainder of this application on the reverse side.

5B. If both questions 3B AND 4B were answered NO, a Scenic Road public hearing and Work Permit are NOT required; you do not need to complete the rest of this application. Please sign below and file this application with the Medway Planning Board. No further action is needed on your part.



Signature of Applicant

3/4/14

Date

MEDWAY SCENIC ROAD WORK PERMIT APPLICATION

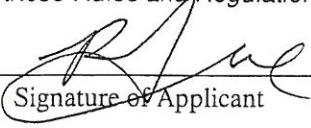
Medway Planning Board

155 Village Street, Medway, MA 02053 508-533-3291

If you answered YES to Question 3B or 4B, a Scenic Road Public Hearing and Work Permit are required. Please complete the rest of this application. Prepare the following items as attachments. Sign below and file this application with all required supplemental materials to the Medway Planning Board, 155 Village Street, Medway, MA 02053. Submit the original application and 8 copies of each item A – E noted below.

- A) Written description and plans/drawings showing the location of the proposed disturbance area (where work is proposed involving the cutting or removal of trees or the tearing down or destruction of stone walls), the location of trees and stone walls, and the boundaries of the Town's right-of-way.
- B) Written statement explaining the purpose and need to cut or remove tree(s) or tear down or destroy stone walls, or portions thereof.
- C) Written statement outlining alternatives, proposed compensatory actions (such as the planting of replacement trees or the reconstruction of stone walls) and mitigation measures (payment in lieu of new tree planting) to the proposed cutting or removal of tree(s) or the tearing down or destruction of stone walls.
- D) Photographs of all stone walls and trees within and adjacent to the proposed disturbance area.
- E) Any other explanatory material that you believe may be useful to the Planning Board in evaluating your project.
- F) A list of abutters, certified by the Board of Assessors. (For purposes of Scenic Roads, abutters are defined as owners of land immediately adjacent to and directly opposite from the proposed disturbance area land on any public or private street or way.)
- G) Scenic Road Permit Application Fee - \$100.00 if the project involves a tree(s) or a stone wall(s); \$200.00 if the project involves trees and stone walls. (Please make check payable to the Town of Medway.)

I hereby submit this application for a Scenic Road Work Permit to the Medway Planning Board. I acknowledge that I have read the Rules and Regulations for Review and Issuance of Scenic Road Work Permits (adopted July 16, 2002). I understand that, in addition to the Scenic Road Work Permit Application Fee, I am responsible for the additional expense of advertising the public hearing as specified in the Rules and Regulations. If my project involves a stone wall, I will post notice of the public hearing at least seven (7) days before by temporarily affixing a ribbon or other flagging material to the stone wall such that it is visible from the road. If my project involves a tree(s), I understand the Tree Warden will post a notice directly on the tree(s) at least seven (7) days before the public hearing. I will abide by the decision of the Medway Planning Board regarding restoration and/or compensatory measures as described in the Rules and Regulations. I understand that I may be fined if I violate these Rules and Regulations.


Signature of Applicant


Date

Revised February 28, 2008

GLM ENGINEERING CONSULTANTS, INC.

19 EXCHANGE STREET, HOLLISTON, MASSACHUSETTS 01746 - (508)429-1100 - FAX (508)429-7160

REGISTERED CIVIL ENGINEERS AND LAND SURVEYORS

March 5, 2014

Medway Planning Board
Town Hall
Medway, MA 02053

Re: Scenic Road Application
Millstone Village
Senior Residential Community

Dear Board Members,

The applicant, Elite Home Builders LLC, is proposing an eighty unit senior residential community off Winthrop Street. The project access will require work within the scenic road layout of Winthrop Street.

The work will involve the removal of a twenty-one (21) inch diameter white pine. The Scenic Road Rules and Regulations require tree replacement on a one (1) square inch per two (2) square inch as follows:

21 – inch pine $(10.5'' \times 10.5'') (3.14) = 346 \text{ sq.in.}$

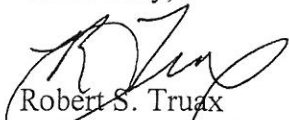
$(346 \text{ sq.in.}) / 2 = 173 \text{ sq.in.}$

$173 / 7 = 24 \text{ three (3) inch caliper replacement trees}$

Total Tree Replacement = 24 three (3) inch caliper trees

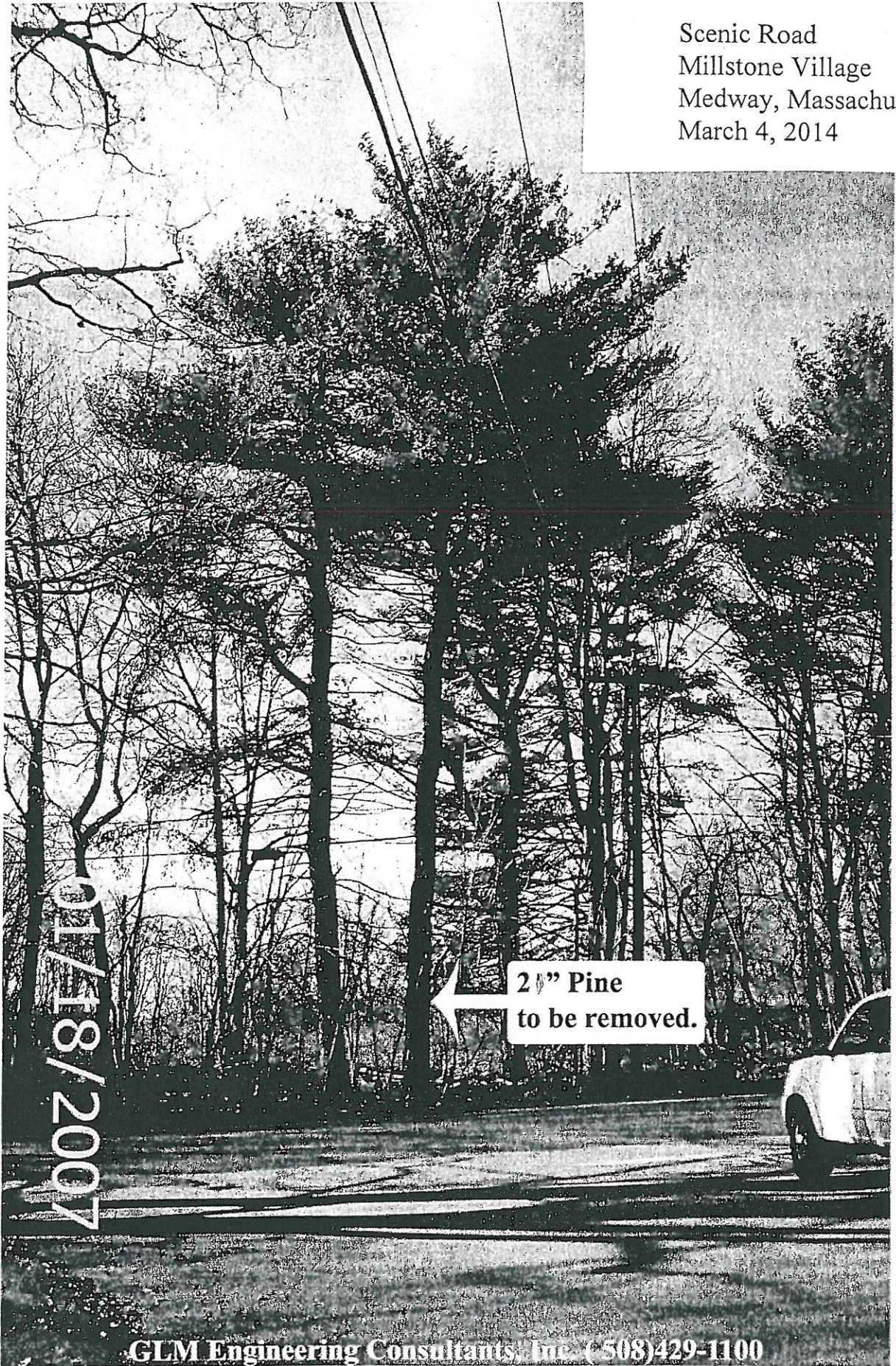
Enclosed herewith is a plan depicting the location of the tree to be removed. Thank you for your attention in this matter.

Yours truly,



Robert S. Truax
Project Manager/Design Eng.

Scenic Road
Millstone Village
Medway, Massachusetts
March 4, 2014

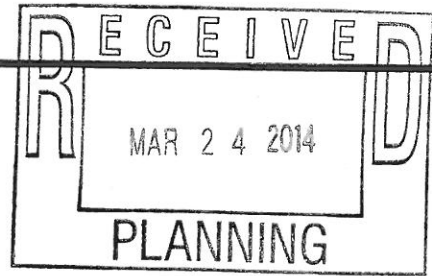


2" Pine
to be removed.

01/18/2007

GLM Engineering Consultants, Inc. (508)429-1100

Susan Affleck-Childs



From: Fred Sibley
Sent: Monday, March 24, 2014 11:27 AM
To: Susan Affleck-Childs

After reviewing the Medway Scenic Road Permit application submitted for Millstone Village [3/4/14] as well as a similar application submitted by Barberry Homes [4/10/07], I recommend the following:

1. Proposed restoration to be the contribution of \$2500 into the town's tree replacement account for the purpose of planting three 3 1/2"-4" caliper Red Maples at the park located on Winthrop Street at Partridge Streets.
2. Planning Board rules and regulations 405-B both defines the formula to determine compensation and provides a waiver option.
3. The amount of compensation I have proposed is based on the existing tree's value as a recommended street tree.
4. The value established in the April 10,2007 Scenic road permit is still valid if applied to a healthy deciduous street-type tree.

Frederic Sibley
Assistant Tree Warden
Town of Medway

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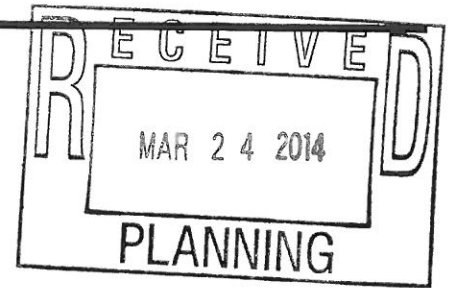
_____ Information from ESET NOD32 Antivirus, version of virus signature database 9415 (20140212)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

Susan Affleck-Childs

From: Hall, Michael <Michael.Hall@tetrattech.com>
Sent: Monday, March 24, 2014 4:48 PM
To: Susan Affleck-Childs
Cc: Pellegri, David
Subject: Millstone Village Peer Review



Hi Suzy,

We have completed our review of the October 2006 Traffic Impact and Access Study (TIAS) prepared for the Millstone Village project, previously known as the Daniels Village project. The TIAS was prepared for a project that was composed of 86 "Over 55" residential units. The current site plan specifies 80 units of "Over 55" housing.

The May 29, 2007 Planning Board decision did not require specific "off-site" traffic mitigation measure be implemented as part of granting the Special Permit for the Daniels Village project, however, the 2006 TIAS did make several safety-related recommendations that have either been incorporated into the plan, or would still be appropriate for the Planning Board to consider in their decision-making process.

Following is a brief summary of our review of the analysis results and findings in the TIAS, and that study's recommendations for improving safety at the site drives and along Winthrop Street.

TIAS Analysis Results and Findings

1. In general the report is consistent with professional practices/guidelines for the preparation of traffic impact studies in Massachusetts.
2. Traffic volume counts were obtained in 2006 and projected to a future analysis year of 2011. Given the change in economic conditions since the time of the original counts, and the corresponding slowing down or stagnation in traffic growth in the region during this time period, current traffic volumes are likely to be similar to those evaluated in the TIAS.
3. Trip Generation estimates appear appropriate, and because of the size of the project and the land use type, peak hour traffic volume increases are not expected to be significant. In the AM peak 26 new trips are expected (entering + exiting), while 44 new trips are expected in the PM peak.
4. Trip distribution assumptions in the study appear reasonable and appropriate.
5. Traffic operations at the site driveways are expected to be acceptable during peak periods (LOS A or LOS B).
6. Traffic operations at the intersection of Winthrop Street and Lovering Street are expected to be LOS C during both peak periods, unchanged from the "No-Build" condition.

TIAS Recommendations

1. Relocate north site drive to be approximately 320 north of the south site drive/Clover Lane intersection to improve sight distance looking left to the north.
2. Install STOP signs on the driveway approaches to Winthrop Street.
3. Vegetation should be cleared as needed to ensure that appropriate sight lines are provided at both driveways looking to the north and south along Winthrop Street.
4. Any proposed landscaping and signage near the site drives should be placed so as to not have an impact on the sightlines looking north or south along Winthrop Street.
5. Install intersection ahead advance warning signage in the southbound direction of Winthrop Street approximately 350 north of the north driveway.
6. Town should explore means to manage (i.e., reduce) travel speeds on Winthrop Street.

Tetra Tech comments

1. Recommendation #1 has been incorporated into the site plans.
2. Recommendation #2 has been incorporated into the site plans.
3. We concur with recommendations 3 & 4. The Planning Board should ensure that the project is constructed in accordance with these recommendations.
4. Regarding recommendations 5 and 6, instead of advance warning signage, the Planning Board may want to consider requiring the applicant install Driver Feedback Signage for travel speeds as a means to reduce speeds along this section of Winthrop Street. According to the TIAS, the posted speed limit north of the site (north of Lovering Street) is 35 mph, while south of the site, in the vicinity of Maple Street, the posted limit is 30 mph. The 85th percentile travel speed in the vicinity of the site was measured at approximately 48 mph, with the average speed measured at approximately 43 mph. An appropriate location for the installation of a Driver Feedback Sign approximately 500 – 600 feet north and south of the site would have to be identified that would allow the sign to be powered by solar energy.

Please let me know if you have any questions regarding our review or comments.

Best,
mike

Michael J. Hall | Senior Project Manager

Direct +1 (508) 903-2033 | Business +1 (508) 903-2000 | Fax +1 (508) 902-2001 | michael.hall@tetrattech.com

Tetra Tech | Complex World, Clear Solutions™

One Grant St., Framingham, MA 01701 | tetrattech.com



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GLM ENGINEERING CONSULTANTS, INC.

19 EXCHANGE STREET, HOLLISTON, MASSACHUSETTS 01746 - (508)429-1100 - FAX (508)429-7160

REGISTERED CIVIL ENGINEERS AND LAND SURVEYORS

March 5, 2014

Medway Planning Board
Town Hall
Medway, MA 02053

Re: Scenic Road Application
Millstone Village
Senior Residential Community

Dear Board Members,

The applicant, Elite Home Builders LLC, is proposing an eighty unit senior residential community off Winthrop Street. The project access will require work within the scenic road layout of Winthrop Street.

The work will involve the removal of a twenty-one (21) inch diameter white pine. The Scenic Road Rules and Regulations require tree replacement on a one (1) square inch per two (2) square inch as follows:

21 – inch pine $(10.5'' \times 10.5'') (3.14) = 346 \text{ sq.in.}$

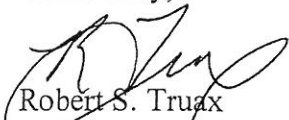
$(346 \text{ sq.in.}) / 2 = 173 \text{ sq.in.}$

$173 / 7 = 24 \text{ three (3) inch caliper replacement trees}$

Total Tree Replacement = 24 three (3) inch caliper trees

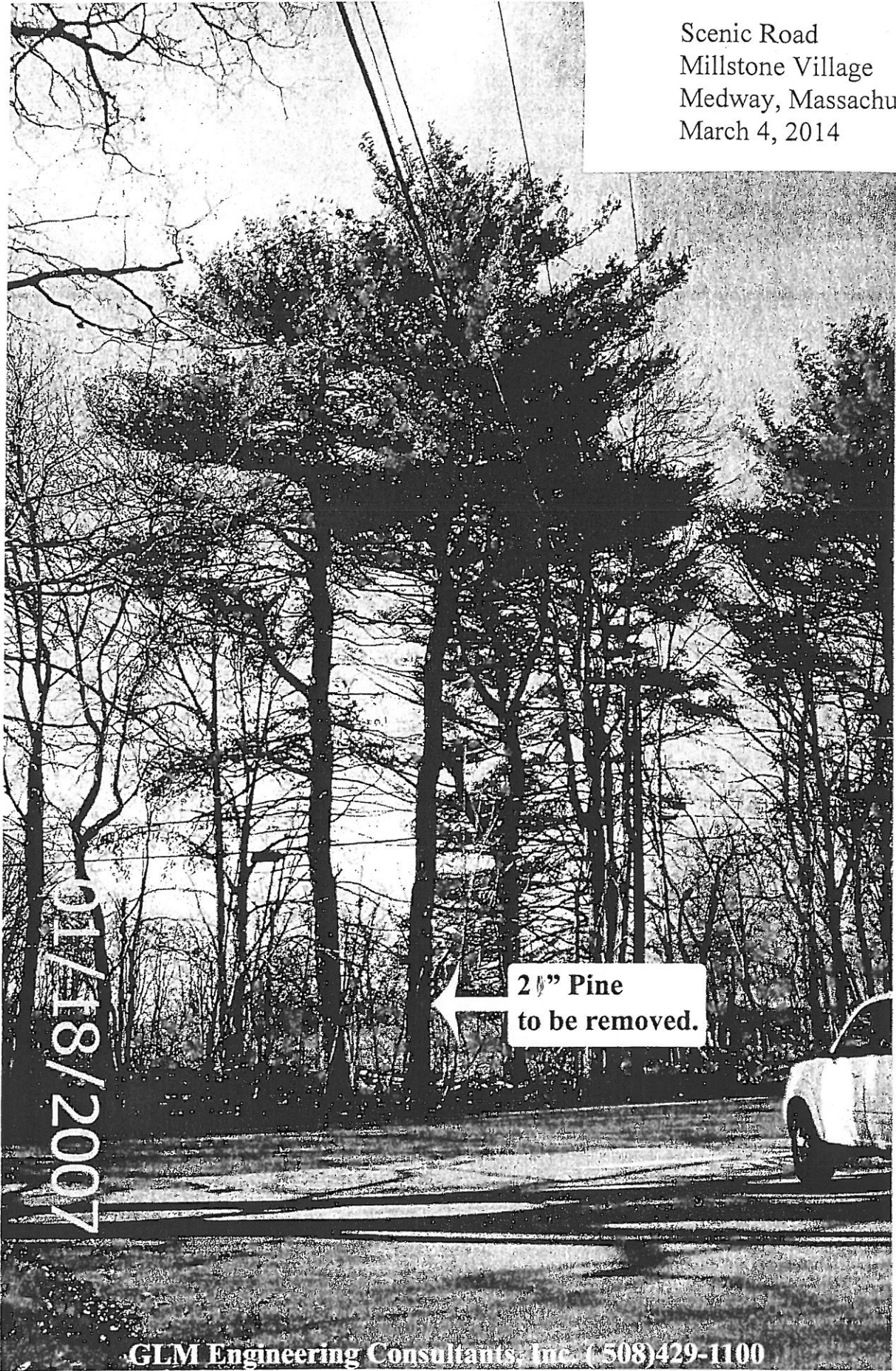
Enclosed herewith is a plan depicting the location of the tree to be removed. Thank you for your attention in this matter.

Yours truly,



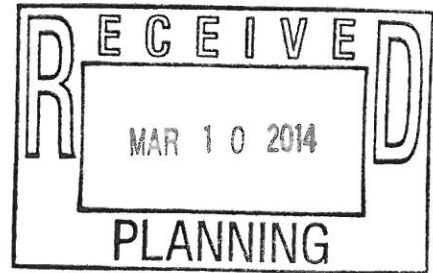
Robert S. Truax
Project Manager/Design Eng.

Scenic Road
Millstone Village
Medway, Massachusetts
March 4, 2014





Town of Medway



MEMORANDUM

Date: 3/10/2014
To: FILE
From: J. Douglas Havens
Affordable Housing Trust Fund
Community Housing Coordinator
(508)321-4922 - dhavens@townofmedway.org
RE: ARCPUD, HOPA & MGL 40B

At the 2/25/14 PEDB public hearing on Casa Realty's application for special permit for Millstone Village Adult Retirement Community Planned Unit Development the Board was asked to include in its decision acknowledgement of an 80/20 rule that allowed for up to 20% of the community owners to be under the age of 55 with the exception of the affordable units. Casa's representative was unable to cite a specific authority and I voiced doubt that this would pass muster with DHCD's policy regarding: 55+ communities, fair housing practices, and the equitable treatment of affordable households.

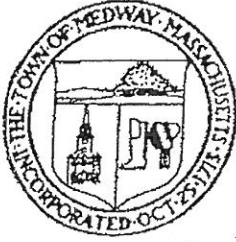
While the issue still requires expert counsel, my research indicates that the Housing for Older Persons Act of 1995 (HOPA) which carves out 55+ communities as exempt from rules against housing discrimination on the basis of familial status, does indeed allow for up to 20% of units to be owned & occupied by households that do not include a member over the age of 55. Further, my conversation with DHCD indicate that such a distinction is not allowed for the affordable units in order to allow seniors relaxation of certain rules for qualification as applicants. These measures accommodate common practical concerns confronting 55+ households with some regularity, such as: the death of a 55+ household member leaving an under-55 survivor; or the household is not a first-time owner; or the household's assets may be over the \$75k limit due to sale of a former domicile.

While HOPA is not controlling in the face of State law variation (or even HOA bylaws), I have not found any such contradiction under Massachusetts law, nor am I aware of the power of the permitting board to prevail should it want to require strict adherence to the 55+ limit.

NOTE: the 20% limit is nominally enforced quite strictly and the HOA risks losing safe harbor from fair housing laws if the limit is crossed for any reason, even overly-abundant spousal demise.

I recommend PEDB's review with counsel the following:

- What is Mass law relating to HOPA;
- What is the degree to which Board can override HOPA, if desired;
- Who certifies adherence to the 80%/20%
- Can Board require regular certification to a Town entity;
- Is advertising restricted to 55+ market, accepting only younger households as incidental?



Town of Medway
DESIGN REVIEW COMMITTEE

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



MEMORANDUM

March 24, 2014

TO: Planning and Economic Development Board Members
FROM: Matt Buckley, DRC Chairman
RE: Status report on project reviews.

Millstone Village

The DRC has completed our discussion with the applicant for Millstone Village. At our most recent meeting on March 17th, we reviewed the proposed landscaping and the stone wall at the east of the property. We made appropriate recommendations, which have been well received by the applicant.

The remaining element is to review the sign for the property. The DRC asked that an application be made for sign design review and appropriate illustrations be provided for the DRC's review. We do not feel this sign application should impact the site plan approval process and can be dealt with separately.

Tri-Valley Commons

On the 17th, we also had a lengthy informal meeting with Richard Landry to discuss the proposed revised site plan for 72 Main Street. The architecture and landscaping were the focus of our discussion. The DRC reviewed materials and plans for a large retaining wall and made appropriate recommendation for screening this large structure. The DRC reviewed plans for architecture, some of which had been appropriately updated since our joint meeting with the PEDB on March 10th. The DRC made a number of recommendations as to how the buildings and grounds can be made to align more closely with Medway's Design Guidelines.

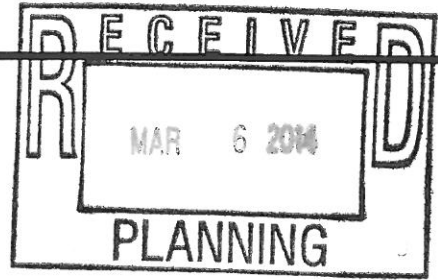
A lengthy discussion occurred about the building A, which is likely to be occupied by a Goodyear Service Center. The DRC discussed how the form of the building was difficult to relate to a New England village style and a variety of options were recommended. The applicant reflected an interest in providing alternatives that would more closely comply with the Design Guidelines.

The central building B and the rear building F were not presented.

The DRC recommended that the applicant make any potential tenant aware of the Design Guidelines, so as to develop a building style, which would comply with them from the outset and require less review.

The applicant has agreed to provide drawings and elevations of the buildings and overall site including a 3D rendering of the entire plan. It is critical that the DRC receive these pieces of information in a timely fashion to enable a proper review. Our discussion was lengthy and much has yet to be resolved, but the DRC is encouraged that the applicant is capable of making the adjustments necessary.

Susan Affleck-Childs



From: Thomas Holder
Sent: Thursday, March 06, 2014 8:20 AM
To: Suzanne Kennedy
Cc: David Damico; Susan Affleck-Childs
Subject: FW: Medway Sewer Application

Suzanne – The message from CRPCD below clearly shows the need to continue our I/I efforts.

Thanks.
Tom

From: Liz [mailto:eschreiber.crpcd@verizon.net]
Sent: Thursday, March 06, 2014 8:04 AM
To: Thomas Holder
Cc: kparadee.crpcd@verizon.net
Subject: RE: Medway Sewer Application

Hi Tom,

As long as Medway continues moving forward with their I/I program the District will accept this additional flow.

Liz

From: Thomas Holder [mailto:tholder@townofmedway.org]
Sent: Monday, March 03, 2014 12:51 PM
To: Liz
Cc: Susan Affleck-Childs
Subject: Medway Sewer Application

Hi Liz – I am not sure if you were involved with these evaluations in the past. When Medway is approached with a Development proposal, at the first opportunity we send over the proposed sewer flows for CRPCD consideration. I have attached a letter from Elite Home Builders regarding a planned Adult Retirement Community which identifies their anticipated sewer discharge volumes. Please review this information and let me know if the District is accepting to permit this additional flow.

Many thanks.
Tom

Thomas Holder | Director
Department of Public Services

Town of Medway
155 Village Street
Medway, MA 02053
508-533-3275

March 13, 2014

Planning and Economic Development Board
Town of Medway

Dear Planning and Economic Development Board Coordinator and Members:

I would like to see the new Millstone Village development contain as many accessible units as possible. The key barrier for people with disabilities to live in the community (instead of nursing homes and institutions) is the availability of accessible homes. The Over-55 aspect of this development makes this even more important as more older people have disabilities than younger people. If the units were accessible, residents could age in place, and would not have to move away from their community to institutions or make costly or unsightly renovations. If access is built in at the beginning, additional costs are negligible. Their friends with disabilities could visit them. Overall, creating accessible housing benefits everyone – from quality of life to the sale-ability of the units.

It is further my understanding that the Code of Massachusetts Regulations requires that this development be, in part, handicap accessible. 804 CMR 2.03(5) states:

“(5) New Construction. As of March, 1991, all new residential construction for multi-family dwellings (three or more units) must provide basic access. This includes:

- At least one building entrance on an accessible route;
- Accessible public paths and other public common areas;
- The path of travel into and through the unit (including most balconies and patios) must be accessible;
- Doors intended for passage from outside the unit and throughout the unit must be sufficiently wide to allow passage by wheelchair;
- Switches, thermostats, environmental controls and electrical outlets in accessible locations;
- Bathrooms and Kitchens must be able to be maneuvered by persons in wheelchairs.

All Units on the ground floor must comply with these criteria, and if there is an elevator, all units served by the elevator must comply. In addition, 5% of all units must be fully wheelchair accessible, and 2% must be fully communication accessible.”

Mass Regulation 804 CMR 2.03(5) thus mandates basic access for all new multi-family dwellings with 3 or more units. As all of the units in this project are on the ground floor, I believe that Millstone Village is required to make all of the units basically accessible in accordance with the regulation. The developer is further required to make at least 5% of the units fully wheelchair accessible. I would suggest that the builder take it further, and make the downstairs of all these units be *fully wheelchair* accessible. A copy of the complete regulation is below.

I plan to attend the next Millstone Village review by the Planning Board on March 25, and hope that you will add compliance with this regulation to the agenda.

Sincerely,
Sue Rorke,
Information Specialist at MWCIL
(Medway resident)



From **804 CMR 02.00 MCAD Housing** (<http://www.mass.gov/mcad/regs804cmr0200.html>)

...2.03: Housing Discrimination on the Basis of Handicap

... (5) New Construction. As of March, 1991, all new residential construction for multi-family dwellings (three or more units) must provide basic access. This includes:

- (a) At least one building entrance on an accessible route;
- (b) Accessible public paths and other public common areas;
- (c) The path of travel into and through the unit (including most balconies and patios) must be accessible;
- (d) Doors intended for passage from outside the unit and throughout the unit must be sufficiently wide to allow passage by wheelchair;
- (e) Switches, thermostats, environmental controls and electrical outlets in accessible locations;
- (f) Bathrooms and kitchens must be able to be maneuvered by persons in wheelchairs.

All units on the ground floor must comply with these criteria, and if there is an elevator, all units served by the elevator must comply. In addition, 5% of all units must be fully wheelchair accessible, and 2% must be fully communication accessible.

Tetra Tech

Scope Change 001

1 Grant Street
Framingham, MA 01701

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

Date: March 13, 2014
TTR Project No.: 127-21583-11012
25 Summer Street-Construction
Scope Change No. 001

Additional Inspectional Services
Name: Susan Affleck-Childs
Company: Medway, MA

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:

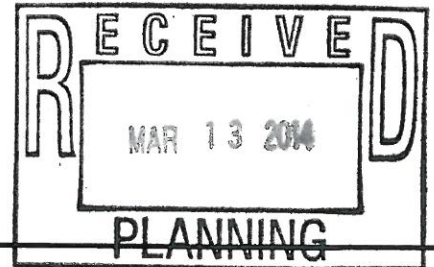
Tasks

- Additional Inspections-** Ledge was encountered on-site and TT was required to attend a site meeting to discuss the approach moving forward, and conduct additional site visits to review the progress of the ledge removal. Due to the ledge, we also had to provide additional review services to review the modified grading plans submitted and provide comments. This required us to spend money in the budget that was allotted to other phases of the project. At this point we only anticipate inspections for roadway top course installation, bounds, landscape plantings, as well as one additional bond estimate inspection and report, one additional meeting, and as-built plan review. We anticipate the remaining costs will be - \$2,700

Total Cost for Scope Change No. 001- \$2,700

Fee Adjustments

Original Contract-	\$5,518.62
Scope Change No. 001	\$2,700.00
Revised Contract Amount-	\$8,218.62



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: David Pellegrini, P.E.

Sign: *David Pellegrini*

AGREED AND ACCEPTED FOR

MEDWAY or its Agent

By: _____

Sign: _____

Date: _____

Susan Affleck-Childs

From: Susan Affleck-Childs
Sent: Tuesday, March 04, 2014 3:46 PM
To: 'Steven Venincasa'; Julie Venincasa
Subject: Ownership of the Open Space Parcel -Millstone Village

Hi Steve and Julie,

Based on previous comments you have made, it is my understanding that you wish to retain ownership of the Millstone Village open space parcel and convey it to the condo association.

The ARCPUD section of the Medway Zoning Bylaw specifies that protected open space shall be maintained as such in perpetuity. The open space can be conveyed to the Town or a land trust or to a corporation or trust owned or to be owned by a private corporation or trust representing the owners of the residential units in the development. See Paragraph 4. d), items 7. and 10 in the ARCPUD portion of the zoning bylaw.

The Medway Zoning Bylaw references a form of deed restriction/agreement that shall be prepared and recorded to protect the open space in an ARCPUD development in perpetuity. Such restriction/agreement shall include a requirement that the open space parcel shall be kept open and not be built on for residential use or developed for accessory uses such as parking or roadways. The agreement shall also describe how the open space will be maintained in perpetuity. The agreement shall include language to authorize the Town to perform maintenance of the open space in the event the condo association fails to do so. This agreement shall provide that if the Town is required to perform any maintenance work in the open space, the condo association as the owner of the open space parcel shall pay the cost of the Town's work; any unpaid costs shall constitute liens on the property.

Please have your attorney draft the above noted deed restriction/agreement. As the PEDB has not handled an open space parcel in this manner before, we do not have a template or sample to provide to you. Upon receipt, we will forward to Town Counsel for review.

As this is such an important component of the project, I ask that you commence this work as soon as possible so it is fully addressed before the Board votes on the special permit application.

Best regards,

Susy

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

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

GLM ENGINEERING CONSULTANTS, INC.

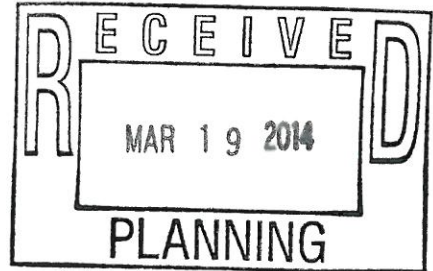
19 EXCHANGE STREET, HOLLISTON, MASSACHUSETTS 01746 - (508)429-1100 - FAX (508)429-7160

REGISTERED CIVIL ENGINEERS AND LAND SURVEYORS

March 18, 2014

Medway Planning Board
Town Hall
Medway, MA 02053

Re: Millstone Village
Senior Residential Community



Dear Board Members,

On behalf of our client, the applicant, Elite Home Builders LLC, we request the following waivers from the Town of Medway Planning Board Rules and Regulations for the above captioned project:

1. Section 303-2D Standards:
Request a waiver from the requirement that existing elevations refer to NAVD of 1988, and allow the elevation reference of NGVD of 1929. This is necessary to allow the FEMA flood elevation along the wetland boundary be specified on the plans. OK
2. Section 7.7.4(b) Stormwater Management Construction:
Request a waiver to use corrugated plastic drain pipe as specified on the plans in lieu of reinforced concrete. The life expectancy of plastic pipe is greater than concrete and the development will be permanently private. OK
3. Section 7.7.4(d) Construction:
Request a waiver for installation of an independent drainage system for foundation perimeter drains along the proposed roadway. The proposed dwellings are designed to insure the cellar floor elevations are above the maximum seasonal high water table. OK
4. Section 7.9.2(b) Alignment: *Request a waiver allow the minimum centerline radii for Local Streets to be less than the required 150 feet. Proposed Road A - 111 feet, Road B - 136' Road C-75, and Road D - 33 foot. The waivers will allow the layout to align itself with existing site features to be preserved, i.e. wetlands, fields, etc.* OK
5. Section 7.9.2(d) Alignment: *Request a waiver for a curb radius of 30 feet at proposed intersections. The proposed roundings will allow for trucks enter and exit.* OK
6. Section 7.9.5(a) Grade: *Request a waiver to allow for a centerline grade less than 2.0 %, proposed minimum centerline grade is 1.5%. This minimizes cuts and fills.* OK
7. Section 7.9.6(e) Dead End Streets: *Request a waiver to allow the outside pavement diameter to be 90 feet (100 required).* OK
8. Section 7.9.7(g) Roadway Construction: *Request a waiver for a pavement width of twenty-two (22) feet. This will reduce impervious surface and conforms with the ARCPUD bylaw.* OK

9. Section 7.10.2 Curbs and Berms: Request a waiver to install Vertical Granite Curb on the roundings and install cape cod berm in lieu of sloped granite edging.
10. Section 7.13.2 Sidewalks: Request a waiver to install five (5) foot wide sidewalks with a five (5) foot wide grass strip.

instead
of 6

Thank you for your consideration in this matter.

Yours truly,

Robert S. Truax
Project Manager/Design Eng.



P.O. Box 1205 Westborough, MA. 01581

March 25, 2014

To: Medway Planning Board

Re: Request for recommendation under 55 occupants

Elite Home Builders seeks the recommendation of the Medway Planning Board in the request for 20% of the units to be occupied by residents under the age of 55 years old in the age-restricted community known as Millstone Village before the Medway Zoning Board Of Appeals. This request is consistent with Federal Law Department of Housing governing age-restricted communities.

ATTACHMENT TO PETITION FOR RELIEF

Petitioner: Elite Home Builders, LLC

Location: Map 20, Lot 4, Off Winthrop Street and Lovering Street

Requested Relief: Use variance as authorized by Section III.D.3 of the Town of Medway Zoning Bylaw ("Bylaw") from the provisions of Section V.U.4(c)(1) of the Bylaw, so as to allow an Adult Retirement Community Planned Unit Development with up to twenty (20%) percent of the units to be not age-restricted.

Description of Proposed Development: The Petitioner has submitted an application to the Town of Medway Planning and Economic Development Board for an Adult Retirement Community Planned Unit Development ("ARCPUD") Special Permit for an ARCPUD on approximately 51 acres, containing:

- (a) Forty-five (45) townhouse type residences constructed in groups of two or three units in eighteen buildings, eight (8) of which units will be low or moderate income units which will comply with the requirements for inclusion in Medway's subsidized housing inventory;
- (b) Thirty-five (35) detached single family dwellings;
- (c) A Community Building; and
- (d) Approximately 20.4 acres of open space

The proposed development is shown on a plan entitled "Adult Retirement Community Planned Unit Development, Millstone Village Medway, Massachusetts," dated October 15, 2013, revised February 7, 2014, a copy of which is submitted with this application.

Requested Relief Will Not Cause Substantial Detriment to the Public Good or Derogate From Intent of Bylaw:

The proposed development substantially in its present configuration (but without a community building) was previously approved by the Planning and Economic Development Board in 2007, but not constructed.

The Petitioner has resubmitted the proposed development with the addition and improvement of a community building. As in 2007, the proposed development meets or exceeds all of the applicable requirements of the Bylaw for an ARCPUD. The requested relief will not result in any change in the layout of the proposed ARCPUD or any observable changes in the proposed development.

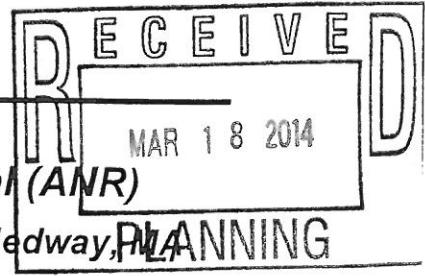
The purpose of the requested relief is to improve the viability of the proposed ARCPUD. Trends in the market for senior housing increasingly look for inter-generational housing for active seniors that does not isolate seniors from younger populations and provides an orientation towards fitness and community as opposed to health-care. Such a community will be consistent with and not derogate from the purposes of the Adult Retirement Community Overlay District to provide for and promote development of alternative housing opportunities for the growing senior citizen population, permit a greater variety of housing types than would otherwise be allowed in order to accommodate the housing needs of the senior citizen population and encourage the development of affordable housing for seniors with low and moderate incomes, see Bylaw Section V.U.1, while also providing more affordable housing opportunities for younger homeowners with similar requirements.

The Petitioner has consulted with the Planning and Economic Development Board ("PEDB") concerning this request for relief. The PEDB supports this request. By allowing up to sixteen (16) of the proposed eighty (80) units to be occupied by persons less than fifty-five (55) years of age, the proposed development will be more balanced and will meet the above-described benefits while complying with the requirements of the Fair Housing Act for age-restricted developments. As implemented under 24 CFR 100.305 and 24 CFR 100.306, in order to provide flexibility, the Fair Housing Act expressly allows occupancy of up to 20% of the units in an over-55 development, such as an ARCPUD, to be occupied by persons younger than 55 years of age.

Circumstances Related To Shape, Topography, Soil Conditions, etc: The subject property is uniquely suited in Medway by its size, shape, location and topographical conditions to support the proposed development of 80 units on upland while also providing more than eleven acres of upland open space.

Hardship: The provisions of Section V.U.4(c)(1) of the Bylaw are inconsistent with the requirements of the market to support an ARCPUD that supplies Medway with this substantial number of senior housing and affordable units.

LAND SUBDIVISION – FORM A



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

Planning & Economic Development Board - Town of Medway, MA

INSTRUCTIONS TO APPLICANT/OWNER

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

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

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

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

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

Your absence may result in a delay in its review.

March 18, 2014

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

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

ANR PLAN INFORMATION

Plan Title: Plan of Land, Medway Massachusetts

Prepared by: GLM Engineering Consultants, Inc.

P.E. or P.L.S registration #: 39393 Plan Date: March 18, 2014

PROPERTY INFORMATION

ANR Location Address: Off Winthrop Street, (between #63 & 81 Winthrop Street)

The land shown on the plan is shown on Medway Assessor's Map # 20 Parcel # 4

Total Acreage of Land to be Divided: 54± Acres

Subdivision Name (if applicable): N.A.

Medway Zoning District Classification: Residential AR-1

Frontage Requirement: 180 Feet Area Requirement: 44,000 Sq. Feet

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

The owner's title to the land that is the subject matter of this application is derived under deed from: Bronislaus F. Siderski to Betty Ann McCall-Vernaglia dated May 16, 2001 and recorded in Norfolk County Registry of Deeds, Book 15039 Page 282 or Land Court Certificate of Title Number _____, Land Court Case Number _____, registered in the Norfolk County Land Registry District Volume _____, Page _____.

APPLICANT INFORMATION

Applicant's Name: Betty Ann McCall-Vernaglia

Applicant's Signature: 

Applicant's Address: 12 Partridge Street

Medway MA 02053

Applicant's Telephone: _____

Applicant's Email: _____

PROPERTY OWNER INFORMATION (if different than applicant)

Property Owner Name: Betty Ann McCall-Vernaglia

Address: 12 Partridge Street

Medway MA 02053

The Owner hereby appoints GLM Engineering Consultants, Inc. to act as its Agent for purposes of submitting and processing this Application for endorsement of an ANR Plan.

Date: March 18, 2014 

Owner's Signature

Owner's Signature

PROJECT EXPLANATION

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

APPROVAL NOT REQUIRED JUSTIFICATION

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

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

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

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

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

ANR PLAN FILING FEE

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

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

Fee approved 11-2-06

APPLICATION CHECKLIST – All items must be submitted

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

Date Form A, ANR Plan, and Project Explanation Received by Planning & Economic
Development Board: 3-18-2014

ANR Application/Filing Fee Paid: Amount: \$ 100 Check # 40464
\$ 350 40465

PGC ASSOCIATES, INC.

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



MEMO TO: Medway Planning Board

FROM: Gino D. Carlucci, Jr.

DATE: March 21, 2014

RE: McCall ANR on Winthrop Street

I have reviewed an ANR plan prepared for Beth Ann McCall-Vernaglia for property on Winthrop Street. The plan was prepared by GLM Engineering Consultants, Inc. of Holliston, and is dated March 18, 2014. It proposes to divide 54 acres into two lots of 1.01 acres and 2.85 acres and two parcels of 30.61 and 20.40 acres each. The two parcels constitute the Millstone Village ARCPUD application.

The proposed lot division meets the requirements for endorsement and complies with the regulations. I recommend that the plan be endorsed.

1 Grant Street
Framingham, MA 01701

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

Date: March 13, 2014
TTR Project No.: 127-21583-11012
25 Summer Street-Construction
Scope Change No. 001

Additional Inspectional Services
Name: Susan Affleck-Childs
Company: Medway, MA

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

- Additional Inspections-** Ledge was encountered on-site and TT was required to attend a site meeting to discuss the approach moving forward, and conduct additional site visits to review the progress of the ledge removal. Due to the ledge, we also had to provide additional review services to review the modified grading plans submitted and provide comments. This required us to spend money in the budget that was allotted to other phases of the project. At this point we only anticipate inspections for roadway top course installation, bounds, landscape plantings, as well as one additional bond estimate inspection and report, one additional meeting, and as-built plan review. We anticipate the remaining costs will be - \$2,700

Total Cost for Scope Change No. 001- \$2,700

Fee Adjustments

Original Contract-	\$5,518.62
Scope Change No. 001	\$2,700.00
Revised Contract Amount-	\$8,218.62



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: David Pellegrini, P.E.

Sign: *[Signature]*

AGREED AND ACCEPTED FOR

MEDWAY or its Agent

By: _____

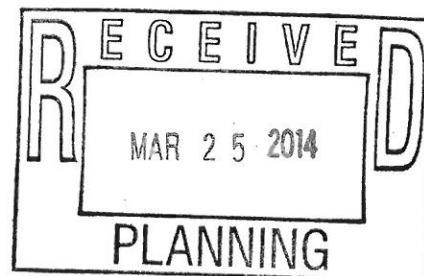
Sign: _____

Date: _____



March 24, 2014

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



**Re: Site Plan Review
Planning and Economic Development Board
High School Athletic Fields
Medway, Massachusetts**

Dear Ms. Affleck-Childs:

We are pleased to submit this Proposal to the Town of Medway (the Client) for professional engineering services associated with the proposed High School Athletic Fields submittal in Medway, Massachusetts (the Project). The objective of our services is to review the proposed Site Plan submittal package, including but not limited to the Plans, Application for Review and Approval of a Major Site Plan Project, Athletic Facilities Improvements letter, Supporting Stormwater Management Calculations, Site Plan Review Project Description and Development Impact Statement, and provide review comments as they relate to the Medway Planning Board's Rules and Regulations for the Submission and Review of Site Plans (Chapter 200), Medway Department of Public Services Sewer and Water Regulations, Department of Environmental Protection Stormwater Management Regulations, and sound engineering practice. We have excluded from our scope, the review of the application package as they relate to the Town of Medway Zoning By-Laws which will be conducted by a separate consultant.

Scope of Services

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

Task 1 Site Visit

- A. We are familiar with the site so no site visit is necessary;
- Budget Assumption: 0 hours@155=\$0

Task 2 Plan Review

- A. Review the proposed Application for Review and Approval of a Major Site Plan Project, Site Plan Review Project Description and Development Impact Statement and other supporting documentation not identified below, prepared by Gale Associates Inc. (Gale) and incorporate comments into review letter in item D below;



TETRA TECH

- Budget Assumption: 1 hours @ \$155=\$155
- B. Review the proposed "Medway Athletic Facilities Improvements, Medway, MA, Major Site Plan Permit Set" Site Plans prepared by Gale dated March 18, 2014;
 - Budget Assumption: 8 hours @ \$155=\$1,240
4 hours @ \$115/hr= \$460
4 hours @ \$90/hr= \$360
Total= \$2,060
- C. Review the Supporting Stormwater Management Calculation prepared by Gale and dated March 18, 2014 for compliance with the latest Department of Environmental Protection Stormwater Management Standards and good engineering practice;
 - Budget Assumption: 6 hours @ \$115/hr=\$690
- D. Prepare a letter summarizing findings for presentation to the Town of Medway Planning and Economic Development Board;
 - Budget Assumption: 4 hour @ \$155/hr=\$620
1 hours @ \$90/hr= \$90
Total= \$710
- E. Coordinate with applicant to address items in review letter and issue an updated letter upon receipt of modifications:
 - Budget Assumption: 6 hour @ \$155/hr=\$930
4 hour @ \$115/hr= \$460
2 hour @ \$90/hr=\$180
Total-\$1,570

Task 3 Meeting Attendance

- A. Participate in two (2) hearings/meetings with the Town of Medway Planning and Economic Development Board. This cost includes time for hearings and individual meetings attended by either the civil or traffic engineer.
 - Budget Assumption: 2 Meetings
2.5 hrs/meeting @ \$155/hr= \$775

Cost

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



The breakdown of this fee by task is as follows:

Task	Task Description	Fee
Task 1	Site Visit	\$0
Task 2	Design Review	\$5,185
Task 3	Meeting Attendance	\$775
	Labor Subtotal	\$5,960
	Expenses (3.5%)	\$200
	Total Fee	\$6,160

Schedule

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

General Terms and Conditions

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

Very truly yours,

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

Date Approved by Medway Planning and Economic Development Board _____

Certified by: _____

Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator

Date