

April 29, 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	X

ALSO PRESENT:

Susy Affleck-Childs, Planning and Economic Development Coordinator
Amy Sutherland, Meeting Recording Secretary
Brian Marchetti, Tetra Tech Consulting Engineer

The Chairman opened the meeting at 7:00 pm.

Member Gay will be listening to the tape and reviewing the packet and will submit a Mullins Rule certification for missing this meeting.

Citizen's Comments:

Rolling Hills Subdivision:

Attorney Peter Paulousky was present representing Olga Guerrero.

There is a confidential communication from Town Counsel dated April 22, 2014 about the planning board options about the construction balance from which Olga Guerrero wants a refund. Counsel reviewed the various dates and the approval is in effect until November of 2016. The decision and regulations were reviewed and there is language that specifies that account passes to the successor. There is an option for rescinding the subdivision, but there needs to be a good reason to take such action. If the decision is rescinded then the check can go to Olga.

Member Tucker notes that the board must have good reason to rescind and he does not see anything from town counsel that indicates such. The lot was conveyed without a lot release. His concern is that the board makes sure that the money is returned to the proper person. The information is coming only from one side. He is not comfortable returning money to either parties at this point, the town should not be in the middle of this.

Mr. Wallace stated at one of the prior meetings that he thinks it should have been part of the closing.

The board recommends that the two parties solve this outside of the meeting and get an agreement and try to resolve it themselves.

Attorney Paulousky agrees to see if the parties can talk this through separate from the meeting. He asks that no action is taken at this point.

Consultant Engineer's Report:

Consultant Brian Marchetti from Tetra Tech was present at the meeting.

Cumberland Farms:

- The erosion control is up and there has been some moving of boulders. The blasting will start this week.

Azalea Drive:

- The as-built plans for Azalea Drive have been received and Tetra Tech is reviewing them.

Medway High School Athletic Fields Site Plan – Public Hearing Continuation

The Chairman reopened the public hearing for the athletic field's site plan and read the ground rules for the hearing.

Present at the meeting were Tom Holder, Medway DPS Director, Sean Boyd, Gale Associates. Tom Holder was present along with the Gale Associates.

The following documents were submitted into the record:

- PGC Associates review letter dated April 23, 2014 (**See Attached**)
- Gale Associates memo dated April 29, 2014 (See Attached)
- Tetra Tech review letter dated April 24, 2014 (**See Attached**)
- Gale Associates memo dated April 14, 2014 responses to Tetra Tech memo (**See Attached**)
- Gale Associates Memo dated April 14, 2014 responses to PGC Associates memo (**See Attached**)
- Email from Fire Chief Jeff Lynch dated April 23, 2014 (**See Attached**)
- Parks, Open Space and Athletic Field Master Plan Report. (Provided electronically to members)

Procurement schedule:

Tom Holder explained that the procurement is aggressive and unorthodox since this project has already been advertised. The bids due expected on May 12, 2014. This is atypical to get bids prior, but the town wanted to have information for town meeting to give the residents the ability to make informed decision since we will know precisely what the bid numbers are. We do not want anyone to think that we are trying to circumvent the PEDM or Con Com. An addendum will go out Thursday May 3, 2014 with any new information from tonight. There is also a site visit planned for April 30, 2014 at 10:00 am. The traffic study will be ready for the May 13, 2014.

Susy made them aware that the traffic report needs to be submitted to her office by May 2, 2014.

The Safety Officer did not provide information but was invited to the meeting.

Sean Boyd summarized his letter dated April 29, 2014 in response to the Tetra Tech letter dated April 24, 2014.

The size of the curb has been increased to 7". The applicant will submit a waiver for existing landscape inventory by a professional landscape architect.

Comment #15 addressed a portion pavement sidewalk 8 ft. in pavilion. This will be reworked to address the overland flow over a wooded area. There is no need for an easement.

Member Spiller-Walsh wanted to know if this is a flowage easement. Do we need to isolate this, and does it need to be called out on a plan and identified.

Mr. Boyd explained that there is a significant woodland which would not be used for anything else. This will be identify on the plan. Regarding the outlet for the catch basin and the trail washing out, rip rap will be put in settling pond to eliminate any erosion that would take place. They will also put in some hpd under the trail – 10 inch pipe that would go under the walk.

The discussion next moved to the email from Chief Lynch regarding the event parking. The DPS is going to be given the tasks of scheduling these events. Tom Holder responded that his department is going to have to be cognizant of the key school events. Sean Boyd also added that many of these events have the children bused in.

The Chairman wanted to know if there is any signage proposed.

There will be proposed signage for fire lanes. There is a gravel access drive and proposing a 12 ft. gate drive for emergency access. This was noted on the plan. The board would like a plan to show where the emergency access gates are located. Mr. Boyd indicated that he will make sure the two gates will be identified on plan.

The board was made aware that a Request for Determination of Applicability was filed with the Conservation Commission. There was a negative determination issued. There were four conditions added to the decision. They must satisfy the Tetra Tech comments; have the conservation agent on site during construction of the walking trail; some current washout on the southern slope must be cleaned out by hand to remove the sediment from the wetlands; submit final revised plans; install an orange fence at the northern end; and use crusher run gravel instead of stone dust.

Sean explained that the option for disposal/use of top soil was brought up to EPRAQC Committee. The group decided to give it to the contractor to factor into their bid as part of the project.

Tom Holder responded that there is not a need for this top soil.

The applicant has proposed infrastructure for electric vehicles charging stations. They have proposed two spots with conduits.

It was suggested that the applicant speak with Charlie Myers from the energy committee.

Lighting:

The lighting requirements would use three phase on Adams Street. There will be a new pole at Adams Street and then underground to the parking lot would be one new pole at entrance of entrance and then underground.

Member Tucker indicated that the requirements state the pole heights. This needs to be checked.

Consultant Carlucci noted that the spillage on the abutter's property was ok. If the applicant is going to propose any stadium lighting, this would not meet the standards and would have to be reviewed by the Zoning Board of Appeals for a special permit.

The stadium lights on Hanlon Field probably do not meet the lighting standards.

Member Spiller-Walsh suggested we get some feedback from town counsel.

Tom Holder responded that he understands what has to be done but they simply are not prepared to make changes. John Emidy has given an opinion that DPS does not have to address Hanlon Field. It was recommended that Tom get something in writing from John.

The applicant is scheduled to meet with the Design Review Committee on May 5, 2014. A photograph of the pavilion was shown. This will be an open timber structure with a roof and concrete pad. This is a modular package. The applicant will bring samples of the colors of the retaining wall.

There will be a modification to light pole height from 20 to 16. This will increase the number of poles from 2 to 6 poles. This is in the revised plan.

National Grid will do an easement plan for the town to sign for the new service proposed for underground. The process is to get a work order established. The board would like this underground instead of a pole. This would need to be asked of national grid. They will make the decision on this. The location of the pole on Adams Street will be determined by National Grid.

Matt Hayes suggested that they go under Adams Street from the north side instead of putting in another pole.

Comments from the police department have not been received to date.

Tetra Tech pointed out site distance on Adams Street was not provided.

Resident Carey, 47 Adams Street would like a couple of rows of hemlock to shield the light intrusion.

Tom Holder indicated that they could also put in evergreens.

There was communication with the open space committee about the trail. Member Francis from Open Space provided information relative to the development of the meandering trail. The width adjustments were made. They were also briefed about the conservation issues and gravel crusher rock and not stone dust will be used. The trail will not be reviewed by design review committee. The trail will be gravel. The trail is about 75 feet off the fields. It ties into the trail west to Choate Park.

Tom Holder communicated that there is an agreement between the school committee and Board of Selectmen that addresses scheduling of the fields. The permitting will be conveyed to DPS. The permitting will be with DPS. The scheduling is in place but not the permitting.

The drainage was reviewed by Tom on April 12th. The pipe on Adams Street is free and clear and there are no obstacles. It is sized appropriately. Tom wants to look at this during a wet event to review the abutting property.

It was suggested to hold on making other revisions until comments come from Design Review Committee.

Continue:

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to continue the hearing for the Medway High School Site Plan Project to May 13, 2014 at 7:15 pm.

Millstone Village Adult Retirement Community:

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

Present at the meeting were: Julie Venincasa, Steve Venincasa, Rob Truax, GLM Engineering; and Attorney Alex Parra.

Rob Truax explained that since the last meeting they did a site walk with open space. The safety officer Jeff Watson supplied a letter. There was a recommendation from the previous decision to do grading and clear brush to the northerly entrance. It was already incorporated plan on sheet 7. There was a recommendation about the stop signs. It is the developers opinion that there are a lot of signs inside the site and that all the signs would make the project very unattractive. It is their suggestion that two signs would be sufficient on the big loop.

Member Hayes communicated that there should be signs on the main roads.

Member Tucker is in agreement.

Rob Truax indicated that there would be a total of four stop signs. Two at Winthrop Street and two within the development. (Fieldstone/Cobblestone and Fieldstone/Millstone). He was questioning why there are right signs for dead end cul-de-sacs within central islands.

The board is in agreement with just the two signs within the development and the total being four. They are also fine with not having the right signs at the end of the cul-de-sacs.

The house numbers will be referenced and not the streets. This is unit numbers. There will be a sign showing multiple buildings and addresses will be visible. The applicant does not want to over-sign the development.

Chairman of Open Space Tina Wright was present at the meeting. It was explained that there was a site walk of the open space area. There was an updated plan provided. The open space area was indicated in blue. The plan was discussed. The maintenance will include mowing of the field twice a year. The homeowners association is not responsible for any maintenance of the town owned trails.

The board would like to get another plan showing the existing trail and the proposed.

There was a question if the trail needs to be handicap accessible. Rob Truax indicated that there is not a requirement.

Member Hayes responded that trails can be made ADA compliant.

Consultant Marchetti responded that a trail kept in the natural environment does not have to be ADA compliant.

There will be two plank crossings the boggy area. Open Space would like a parking area on the Iarussi Way open space parcel for three to four cars.

Rob Truax is not sure if they have the right to put a parking lot area on the Iarussi Way open space parcel. The deed will need to be checked.

It was suggested to get a letter from Conservation Commission making sure they are fine with this.

There will need to be an easement granted in perpetuity through the easement with maintenance plan for whole open space trail.

Susy asked if they thought about making a connection to the cart path on the development parcel to connect to the Lee property.

Rob indicated that this area is too wet.

Attorney Alex Parra wanted to know if the board can move toward a decision. The initial draft was reviewed and the applicant's attorney has provided additional comments which he provided to the members. Those will need to be reviewed. The applicant will send those comments electronically to Susy.

The applicant wants some changes in the decision with respect to including wording in the decision about "substantial compliance with the plan". This provides flexibility in the field.

The second item is in regards to the Zoning Board of Appeals. The applicant has been trying to get a hearing on this and they have not been able to get a hearing date. It have been extremely difficult. They would like language in the decision to reference they need to go to ZBA.

The applicant also notes that there is language about the revoking of the decision on page 15. The condo owners cannot be at risk for a revocation of the special permit due to financing. Susy will check with town counsel about that language.

The bond reduction was discussed next. The applicant asks that the reservation of bond for \$100,000 for as-built is a lot of money. He asks that this be reduced to \$25,000.

The board typically asks for a minimum of \$40,000 to remain.

The phasing was discussed, the top coat will not be put on until all the construction is done. The bond is covered for the top coat.

The performance security would be a tri-Partee agreement. The phasing needs to be looked at number of times asking for reduction. The regulations note that there can only being three requests for a reduction. It was suggested that that a condition be written to cover three reductions over the five phases. The board needs to manage the towns risk relating to bonds.

The applicant has never not finished a road. He has been in business in 40 years.

The planning board will provide a letter of recommendation to the ZBA.

The board is still waiting for the market research on housing for over 55. The applicant has hired the company to do the study and is going with MCO.

Developing the easement for open space parcels and deed restriction for use of. This needs to be viewed by counsel.

The applicant does not want to record the easements until the decision and ZBA decision is recorded.

The signage will be under the jurisdiction of the building Inspector and Design Review Committee.

Continuation:

On a motion made by Matt Hayes and seconded by Bob Tucker, the board voted unanimously to continue the hearing for Millstone Village to May 13, 2014 at 8:15 pm.

Consultant Marchetti left the meeting at 9:43 p.m.

Minutes:

On a motion made by Karyl Spiller-Walsh and seconded by Matt Hayes, the board voted unanimously to accept the minutes from April 8, 2014 with noted revisions.

Committee Reports:

Member Hayes attended the Rt.109 Rt. Meeting. At the meeting they discussed the street light fixtures, entrance to Choate Park, pocket parks; and plaza circulation. The owners are supposed to submit a plan for a new circulation plan.

There will be a CPC meeting tomorrow night.

The Chairman attended the finance committee meeting and they will contact us to set up a time to discuss our budget.

Member Spiller-Walsh communicated that the owner of Ziopolo came to Design Review Committee to let us know they are changing their name to Dererk's. There was also discussion a new commercial zoning idea to allow a restaurant combined with other housing options in space at Tri valley. This could include higher end restaurant in another location.

Member's Comments and Concerns:

The Chairman is concerned about the lack of a site plan for Medway Gardens. There are a lot of changes being made. There are new dirt parking lots and spray painted lines. The gravel is washing into the street. John made the determination that no site plan was required. There are also two greenhouses going up in the back. The paved areas are not being reused.

Susy responded that the process to address this would be to make a direct overture to the town administrator.

Planning and Economic Development Coordinator's Report:

The board was sent the electronic copy of the annual town warrant.

The information about update land use was provided to the members.

There will be a SWAP meeting April 30th. The topic is land use reform.

The town has heard from Massachusetts Highway and the audible signals on poles for Rt.109 and Rt. 126 have been approved.

Member Tucker would like to recommend for a change at the pedestrian light at Medway Commons be part of the Rt. 109 project.

Gould's plaza has prepared a first draft of master sign plan. He also indicated that he wants to come in for site plan modification. He wants to take some area in front and create an island. This will help to define the entrance. Susy responded back with a letter.

The energy application for a \$250,000 grant allocation was submitted on time and we will hear in June about the awarding of the grant. The energy committee will be having an open vacant seat.

Susy submitted a budget request for \$20,000 for street acceptance, this was denied. Susy would like to take the remaining \$6,000 of unused funds from this year's street acceptance budget and combine this into a special account for street acceptance. She would like the planning board to look at a couple subdivisions they have been discussing and come up with good cost estimates. This could then be brought to the Board of Selectmen. This will be reviewed further at the May13, 2014 meeting.

Proposed Amendment Medical Marijuana:

On a motion made by Bob Tucker and seconded by Matt Hayes, the Board voted unanimously to recommend the medical marijuana article as written.

The board is fine with the draft brochure on medical marijuana.

Electronic Packets:

The Board of Selectmen had a presentation from Novus. This would allow for electronic board packet. The board is open to the idea of working from a table to review plans and drawings. There was a suggestion to continue to have the full plans at the meeting since it is easier to see the details.

Susy will look into getting a laptop for member Spiller-Walsh since she does not have one.

Adjourn:

On a motion made by Karyl Spiller-Walsh and seconded by Matt Hayes, the board voted unanimously to adjourn at 10:23 pm.

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,

*Minutes of April 29, 2014 Meeting
Medway Planning & Economic Development Board
Approved – May 13, 2014*



Amy Sutherland
Recording Secretary

PGC ASSOCIATES, INC.

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

April 23, 2014

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



Re: High School Athletic Facilities Site Plan

Dear Mr. Rodenhiser:

I have reviewed the revised site plan submitted by Tom Holder for the Town of Medway. The proposal is to renovate and expand the existing fields at the high school including construction of two new multipurpose synthetic surface fields, field lighting, a pavilion, a 68-car parking lot, a multi-use trail and associated landscaping, drainage, etc. The plan was prepared by a team including Gale Associates, Inc. (civil engineering) of Weymouth and Romanelli Associates, Inc. (surveying) of New Bedford. The plan is dated is dated March 18, 2014, with a revision date of April 14, 2014

Gale Associates has responded to each of my original comments, which I have repeated below and added new comments in **bold** as follows:

Zoning

1. The proposed use is municipal. This is allowed in the AR-I zoning district, and the proposed development appears to comply with the Zoning Bylaw. **No action required. OK.**
2. The plan proposes an additional parking lot for 68 cars. It would connect to the existing high school parking lot and driveway system. There is also a gravel driveway that connects the lot to Adams Street. Three handicapped spaces (including two van-accessible spaces) are provided. There is no specific number of spaces for the proposed use in the Zoning Bylaw. The applicant notes that the number is based on four teams of 20 members each and then using 85% of that number to account for drop-offs and car pools. This appears to be reasonable especially with the existing high school parking lot available for any overflow. **No action required. OK.**
3. Section V. H. 10 requires a bicycle rack spot for each 20 parking spaces. Thus, a rack with 4 bicycle spots is required. **The bicycle rack has now been added. OK.**
4. Section V. B. 7. (e) (1) states that light trespass onto any abutting street or lot is not permitted. The applicant states that no increase in ambient light will occur. A photometric plan was provided and it indicates that the foot-candle level at the property line to an abutter is not 0. It is not clear if this is meant to indicate existing ambient light or the levels from the new

lighting. The plan indicates a foot-candle level of .01 at the property line of the closest abutter, which complies with the bylaw. OK.

5. No signage (other than for the handicapped parking spaces) is shown. **A new sign has been added to assist in finding the new field and parking. The applicant states that wording has not yet been decided. In addition to wording, no other details of the sign have been provided so far.**

Site Plan Rules and Regulations

6. Section 204-5 A requires that requested waivers be shown on the cover sheet. No waivers are shown. **The requested waivers are not shown on the plan. OK. It is not clear if the forms documenting and justifying the requested waivers have been submitted.**
7. Section 204.5 B requires a Site Context Sheet. This is not provided, and no waiver from this requirement is requested. Much of the required information is provided on other sheets. However, abutters along and across Adams Street are not shown. Also, it would be useful to provide a sheet showing the relationship of the proposed improvements to the existing conditions on the site and how they will be integrated. **A Site Context Sheet has now been provided.**
8. Section 204-5 C. (3). The Existing Conditions Sheet also does not include an Existing Landscape Inventory prepared by a Landscape Architect. No waiver is requested. **A waiver from this requirement is now requested. OK.**
9. Section 204-5 D. (7) requires that a landscape plan be prepared by a landscape architect. There is no indication that a landscape architect prepared the landscape plan and no waiver is requested. **A Landscape Architect has now been identified as the preparer of the landscape plan. OK.**
10. Section 204-5 D. (12) requires a signage plan indicating the design, location, materials, dimensions and lighting. As stated above, only handicapped access signs are shown. Are any other signs, such as directional signs or traffic control signs proposed? **As noted in #5 above, one sign is proposed.**
11. Section 204-5 D. (13) requires a lighting plan. Proposed lighting has been shown on the plans. However, it is unclear if the photometric diagram documents compliance with the requirement that there be no spillage onto abutting properties. Also, no detail is provided to illustrate the appearance of the lighting poles and fixtures. **Details illustrating the appearance of the light poles and fixtures have now been provided. OK.**
12. Section 204-5 (14) requires horizontal sight distances be shown on the plan. This information was not provided. If the gravel driveway from Adams Street is proposed to provide access, then sight distances should be shown. **The applicant indicates that the gravel driveway to Adams Street will not be used for access (other than emergency access). OK.**


13. Section 205-6 (A) states that parking "should" be located to the side and rear of the building. This is not an absolute requirement. Also, the parking is located to the rear of the high school, but it does front on Adams Street. It is 240 feet from the street and about 20 feet above it. It also does have some screening, but Design Review Committee may comment on whether the screening is sufficient. **No action required. OK.**
14. Section 205-9 C requires that there be substantial landscaped islands within parking lots to reduce the "sea of asphalt" effect. More specifically, Section 209-6 C requires at least 1 deciduous tree per 6 spaces and only trees that provide shade to the parking area are to count toward this requirement. With 68 spaces, 12 trees are required. More than 12 trees are proposed. So this requirement is met. However, the proposed tree locations may not be optimal for providing shade to parking spaces. **No action required. OK.**

General Comments

15. TA length of existing stone wall is proposed to be removed. Consideration should be given to relocating the wall. Potential receiving areas are along Adams Street to the northwest of the gravel driveway, along the gravel driveway from the end of the existing wall that approaches the driveway on the southeast or along a section of the walking path. **The stone wall to be removed is now shown as being relocated along the walking path. OK.**

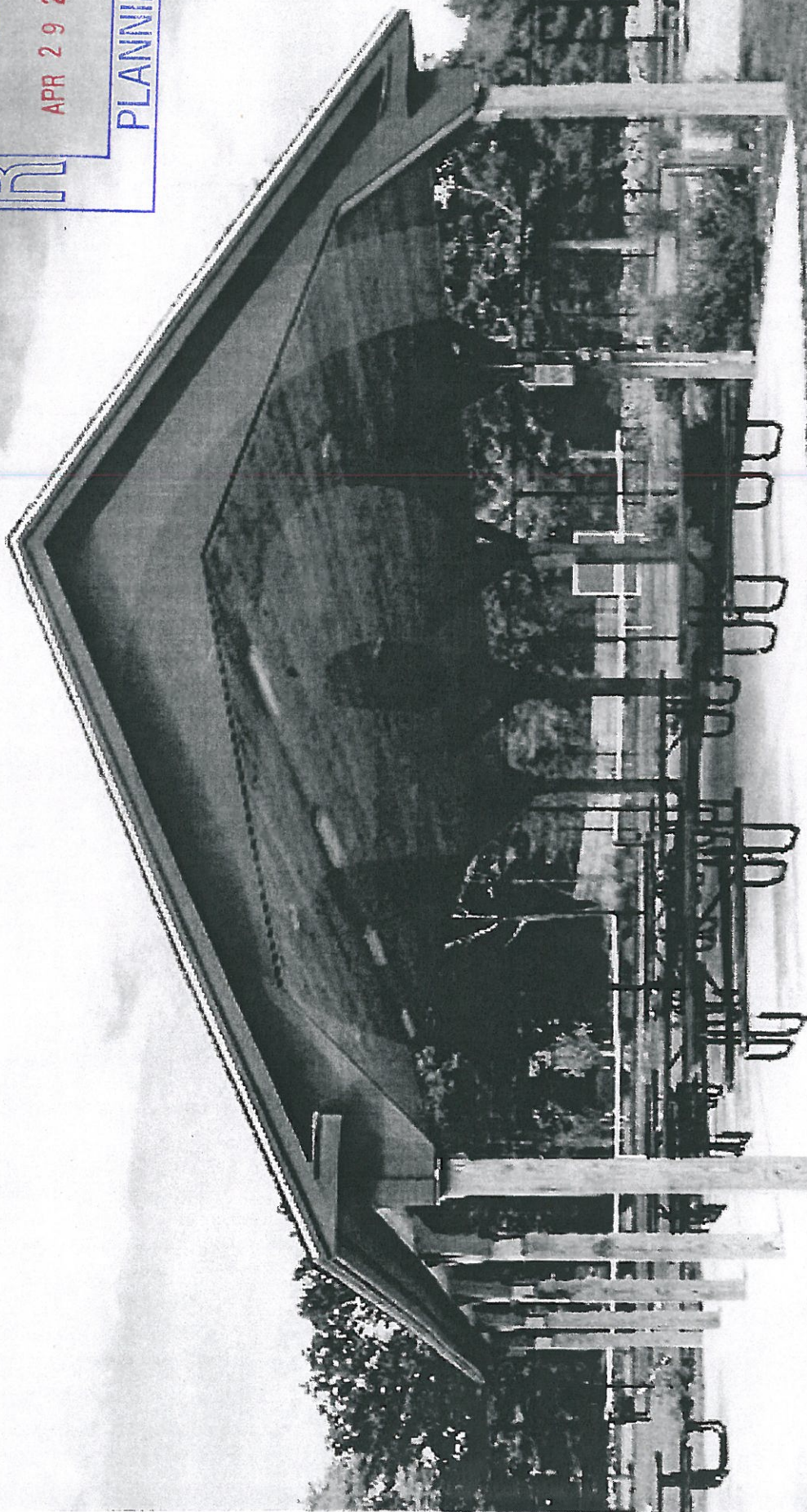
If there are any questions about these comments, please call or e-mail me.

Sincerely,



Gino D. Carlucci, Jr.

RECEIVED
APR 29 2014
PLANNING



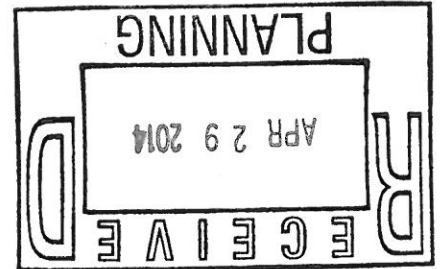
Medway High School Athletic Fields Site Plan

Topics for Discussion	Notes/Status
Status with Conservation Commission	✓ <i>quicker</i>
Review comments from Fire Chief Jeff Lynch	✓
Options for disposal/use of top soil	
Infrastructure to accommodate future electric vehicle charging station	
Design Review Committee - landscaping plan, retaining wall and pavilion design	Scheduled for May 5, 2014 DRC meeting
Traffic study	
Possible modifications to light poles - reduce height but increase quantity	
Comments from Police Department - none yet received	
Comments from most recent reviews by Tetra Tech/PGC Associates	<i>line of trees for the Carey's property</i>
Trail Locations - Review with Open Space Committee??	<i>Field Labeled signs</i>
<i>waiver submitted</i>	
<i>ID Pounce area -</i>	<i>bold @ longes in/lyby</i>
<i>signage & parent analysis -</i>	
Ideas for Conditions in the Decision	
Blasting provisions	
Any lighting changes have to come back to the PEDB	
No speaker or broadcast system	
<i>timing limitations on stadium lighting - to be very clear as to who is responsible</i>	<i>for adding + permitting</i>
<i>SAC - 4/29/2014</i>	



April 29, 2014

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



Re: Medway Athletic Facilities Improvement
Major Site Plan Permit Set Review
Gale JN 715821

Dear Ms. Affleck-Childs,

Below please find a listing of review comments received regarding the plan review submission for the above referenced project, along with Gale Associates, Inc.'s (Gale's) related responses.

RESPONSES TO TETRA TECH REVIEW LETTER OF APRIL 24, 2014

The majority of Tetra Tech's comments were addressed to their satisfaction with no further comments. The following are Gale's responses to Tetra Tech's remaining comments:

Tetra Tech (TT) Comment No. 5

The applicant shall verify that the Existing Landscape Inventory is prepared by a Professional Landscape Architect licensed in the Commonwealth of Massachusetts. (Ch. 200 §204-5.C.3)

- **TT 04/21/14 Update:** Applicant requested a waiver from Section 204-5.C.3.

Gale's Response:

Noted, the applicant has requested a waiver.

Tetra Tech (TT) Comment No. 12

The total diameter of all trees over ten (10) inches in diameter that are removed from the site shall be replaced with trees that equal the total breast height Tetra diameter of the removed trees. (Ch. 200 §205-9.F)

- **TT 04/21/14 Update:** Applicant requested a waiver from Section 205-9.F.



Gale's Response:

Noted, the applicant has requested a waiver.

Tetra Tech (TT) Comment No. 13

Construction Standards (Ch. 200 §205-11) – Project details shall meet or exceed the Town of Medway's Construction Details.

B. Contractor shall provide Vertical Granite Curb detail (CD-12)

- **TT 04/21/14 Update:** Vertical Granite Curb shall have a 7" Reveal per Town of Medway standard detail CD-12.

Gale's Response:

Gale has revised the vertical granite curb with a 7" Reveal per the Town of Medway's construction details.

Tetra Tech (TT) Comment No. 15

As a redevelopment project, all impervious area is not required to be directed to the recharge BMP's (where water quality volume is provided), however all new pavement is required to be. The applicant should provide a breakdown of existing and proposed impervious areas and quantify the amount of impervious area in the proposed development that is not being directed to the proposed athletic turf drainage systems.

- **TT 04/21/14 Update:** As a redevelopment project, any increase in impervious area must be directed to a recharge BMP for treatment prior to discharge. The applicant states that 0.105 acres of impervious area within proposed drainage area WS-1C is not directed to a recharge BMP. This impervious area exceeds existing conditions by 0.063 acres or 2,750 sf. To comply with the stormwater standards for a redevelopment project, this increase in impervious area should be directed to a recharge BMP or a variance should be requested from the standard.

Gale's Response:

The impervious area detailed within watershed WS-1C is comprised of walkways that are not subject to vehicular loading and generally considered as "clean" stormwater runoff. The runoff from these walkways will flow over grass and an extensive wooded area before reaching the wetland buffer. The recharge requirements are being met by the proposed stormwater BMPs.



Tetra Tech (TT) Comment No. 18

The outlet of the northern athletic field and parking lot drainage system is proposed to discharge 30 feet up gradient of the proposed stone dust multi use trail. Although a level spreader is proposed, the runoff will concentrate and wash out the trail. The applicant should consider extending the outlet of the drainage system down gradient of the stone dust multi use trail.

- **TT 04/21/14 Update:** The outlet to the proposed underground detention system in the proposed parking area has been located down gradient of the proposed stone dust multi use trail, however the outlet to the north athletic field drainage system still discharges up gradient of the proposed stone dust multi use trail. The discharge from the majority of smaller storm events may be minimal enough to not cause erosion to the trail however larger storm events may produce concentrated flows with erosive velocities that will erode the trail. The applicant should discharge the runoff from the playing field outlet structures down gradient of the stone dust multi use trail.

Gale's Response:

Gale has revised the Drainage Plan, Sheet C107, to extend rip-rap from north athletic field outlet. There will now be a rip-rap settling area up gradient of the trail with a drainage pipe under the trail that will help convey stormwater during the larger storm events.

We trust the above responses address the comments raised in your review. If you require additional information or clarification of any of the responses provided, please do not hesitate to contact the undersigned.

Sincerely,

GALE ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Sean T. Boyd".

Sean T. Boyd, E.I.T.
Project Engineer

A handwritten signature in black ink, appearing to read "John M. Perry".

John M. Perry, P.E.
Project Manager

STB/lad



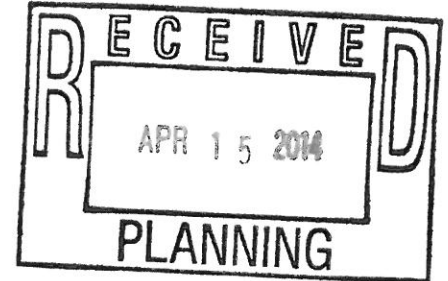
Gale Associates, Inc.

163 Libbey Parkway | P.O. Box 890189 | Weymouth, MA 02189-0004

P 781.335.6465 F 781.335.6467 www.galeassociates.com

April 14, 2014

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



RE: Response to Site Plan Review Comments
Medway Athletic Facilities Improvements
Medway, MA
Gale JN 715821

Dear Mr. Rodenhiser:

Below please find PGC Associates, Inc.'s (PGC's) comments regarding a site plan review performed on a submission related to the above referenced project and Gale Associates, Inc.'s (Gale's) responses to them.

RESPONSES TO PGC REVIEW COMMENTS LETTER OF APRIL 3, 2014

ZONING

PGC Comment No. 1

The proposed use is municipal. This is allowed in the AR-I zoning district, and the proposed development appears to comply with the Zoning Bylaw.

Gale's Response:

Noted. No further action required.

PGC Comment No. 2

The plan proposes an additional parking lot for 68 cars. It would connect to the existing high school parking lot and driveway system. There is also a gravel driveway that connects the lot to Adams Street. Three handicapped spaces (including two van-accessible spaces). There is no specific number of spaces for the proposed use in the Zoning Bylaw. The applicant notes that the number is based on four teams of 20 members each and then using 85% of that number to account for drop-offs and car pools. This appears to be reasonable especially with the existing high school parking lot available for any overflow

Gale Response:

Noted. No further action required.

Boston
Baltimore
Orlando
San Francisco



PGC Comment No. 3

Section V. H. 10 requires a bicycle rack spot for each 20 parking spaces. Thus, a rack with 4 bicycle spots is required.

Gale's Response:

A bicycle rack with the required number of spots has been added to the Layout and Materials Plan. See Sheet C101.

PGC Comment No. 4

Section V. B. 7. (e) (1) states that light trespass onto any abutting street or lot is not permitted. The applicant states that no increase in ambient light will occur. A photometric plan was provided and it indicates that the foot-candle level at the property line to an abutter is not 0. It is not clear if this is meant to indicate existing ambient light or the levels from the new lighting.

No signage (other than for the handicapped parking spaces) is shown.

Gale's Response:

The increase in illumination at an abutting property line is expressed in the by-law as 0.01 FC. The lighting plan has been revised and the photometric plan reflects compliance with this requirement.

There is a new sign proposed for finding the new field/parking. The actual text is to be determined. See Sheet C102.

SITE PLAN RULES AND REGULATIONS

PGC Comment No. 1

Section 204-5 A requires that requested waivers be shown on the cover sheet. No waivers are shown.

Gale's Response:

The Cover Sheet has been revised to reflect the waivers being requested.

PGC Comment No. 2

Section 204.5 B requires a Site Context Sheet. This is not provided, and no waiver from this requirement is requested. Much of the required information is provided on other sheets. However, abutters along and across Adams Street are not shown. Also, it would be useful to provide a sheet showing the relationship of the proposed improvements to the existing conditions on the site and how they will be integrated.

Gale's Response:

The Site Context Sheet has been prepared and included in the revised plan set. See Sheet G003.



PGC Comment No. 3

Section 204-5 C. (3). The Existing Conditions Sheet also does not include an Existing Landscape Inventory prepared by a Landscape Architect. No waiver is requested.

Gale's Response:

The applicant is requesting a landscape inventory waiver, as reflected on the revised plan set's Cover Sheet.

PGC Comment No. 4

Section 204-5 D. (7) requires that a landscape plan be prepared by a landscape architect. There is no indication that a landscape architect prepared the landscape plan and no waiver is requested.

Gale's Response:

The Landscape Plan was prepared by Eric Q. Roise, RLA. See Sheet C101, Rev 1, dated 4-14-14.

PGC Comment No. 5

Section 204-5 D. (12) requires a signage plan indicating the design, location, materials, dimensions and lighting. As stated above, only handicapped access signs are shown. Are any other signs, such as directional signs or traffic control signs proposed?

Gale Response:

Traffic signage around the school campus appears to be adequate. The only additional sign proposed is a way finding sign to the new field/parking. This is indicated on the revised Layout Plan, Sheet C102. The actual text is to be determined.

PGC Comment No. 6

Section 204-5 D. (13) requires a lighting plan. Proposed lighting has been shown on the plans. However, it is unclear if the photometric diagram documents compliance with the requirement that there be no spillage onto abutting properties. Also, no detail is provided to illustrate the appearance of the lighting poles and fixtures.

Gale's Response:

See response to Zoning Comment No. 4. Also, light pole and fixture details have been added to the Detail Sheet, C509.



PGC Comment No. 7

Section 204-5 (14) requires horizontal sight distances be shown on the plan. This information was not provided. If the gravel driveway from Adams Street is proposed to provide access, then sight distances should be shown.

Gale's Response:

The existing gravel drive from Adams Street is not intended for site access, other than emergency access if the proposed drive is otherwise unavailable.

PGC Comment No. 8

Section 205-6 (A) states that parking "should" be located to the side and rear of the building. This is not an absolute requirement. Also, the parking is located to the rear of the high school, but it does front on Adams Street. It is 240 feet from the street and about 20 feet above it. It also does have some screening, but Design Review Committee may comment on whether the screening is sufficient.

Gale's Response:

Noted. No action required.

PGC Comment No. 9

Section 205-9 C requires that there be substantial landscaped islands within parking lots to reduce the "sea of asphalt" effect. More specifically, Section 209-6 C requires at least 1 deciduous tree per 6 spaces and only trees that provide shade to the parking area are to count toward this requirement. With 68 spaces, 12 trees are required. More than 12 trees are proposed. So this requirement is met. However, the proposed tree locations may not be optimal for providing shade to parking spaces.

Gale's Response:

Given the type and number of trees proposed, we believe the plans meet the intent of Section 205-9C.

GENERAL COMMENTS

PGC Comment No. 1

A length of existing stone wall is proposed to be removed. Consideration should be given to relocating the wall. Potential receiving areas are along Adams Street to the northwest of the gravel driveway, along the gravel driveway from the end of the existing wall that approaches the driveway on the southeast or along a section of the walking path.

Mr. Andy Rodenhiser, Chairman
Medway Planning Board
April 14, 2014
Page 5



Gale's Response:

The section of stone wall to be removed is proposed to be relocated on the project site, as indicated on the revised Layout and Materials Plans. See Sheets C101 and C102.

If you have any questions or require additional information regarding the responses provided, please do not hesitate to contact our office.

Sincerely,

GALE ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Sean T. Boyd".

Sean T. Boyd, E.I.T.
Project Engineer

A handwritten signature in black ink, appearing to read "John M. Perry".

John M. Perry, P.E.
Project Manager

STB/cmh
Enclosures



Gale Associates, Inc.
163 Libbey Parkway | P.O. Box 890189 | Weymouth, MA 02189-0004
P 781.335.6465 F 781.335.6467 www.galeassociates.com

April 14, 2014

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



Re: Medway Athletic Facilities Improvement
Major Site Plan Permit Set Review
Gale JN 715821

Dear Ms. Affleck-Childs,

Below please find a listing of review comments received regarding the plan review submission for the above referenced project, along with Gale Associates, Inc.'s (Gale's) related responses.

RESPONSES TO TETRA TECH REVIEW LETTER OF APRIL 1, 2014

Tetra Tech (TT) Comment No. 1

Cover Sheet requires project Assessor's Map and Parcel number, zoning district classifications, list of requested waivers, Board of Selectmen's Signature Block. (Ch. 200 §204-5.A)

Gale's Response:

The Cover Sheet has been revised to address each comment. See Sheet G001, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 2

A locus plan shall be a maximum scale of one (1) inch equals one thousand (1,000) feet. (Ch. 200 §204-5.B.1)

Gale's Response:

The Locus Plan has been revised accordingly. See Sheet G001, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 3

The applicant shall provide Abutter's address with assessor's reference. (Ch. 200 §204-5.B.2)

Boston
Baltimore
Orlando
San Francisco



Gale's Response:

A Site Context Plan has been prepared and included in the revised plan set. See Sheet G003, Site Context Plan, Rev 1, dated 4-14-14. This plan contains abutters' addresses with assessor's reference.

Tetra Tech (TT) Comment No. 4

Lot line dimensions were not provided. (Ch. 200 §204-5.B.3)

Gale's Response:

A Site Context Plan has been prepared and included in the revised plan set. See Sheet G003, Site Context Plan, Rev 1, dated 4-14-14. This plan contains lot line dimensions.

Tetra Tech (TT) Comment No. 5

The applicant shall verify that the Existing Landscape Inventory is prepared by a Professional Landscape Architect licensed in the Commonwealth of Massachusetts. (Ch. 200 §204-5.C.3)

Gale's Response:

The applicant has requested a waiver of the Landscape Inventory, as indicated on the plan set's Cover Sheet.

Tetra Tech (TT) Comment No. 6

The applicant shall provide dimension of the proposed parking, including lot line setbacks, access lanes and curb radii. (Ch. 200 §204-5.D.2)

Gale's Response:

The Layout and Materials Plan has been revised to address each item noted. See Sheet C101, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 7

The applicant shall provide dimension of the proposed improvements such as travel ways, maneuvering spaces and aisles. (Ch. 200 §204-5.D.3)

Gale's Response:

The Layout and Materials Plan has been revised to address each item noted. See Sheet C101, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 8

The Landscape Architectural Plans shall be prepared by a Landscape Architect licensed in the Commonwealth of Massachusetts. (Ch. 200 §204-5.D.7)



Gale's Response:

The Landscape Plan has been prepared by Eric Q. Roise, RLA. See Sheet L101, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 9

A table outlining the proposal's conformance with zoning requirements including lot areas shall be provided. (Ch. 200 §204-5.D.15)

Gale's Response:

A zoning table has been provided. See Sheet C101, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 10

Car parking spaces/stalls shall be ten (10) feet by twenty (20) feet. (Ch. 200 §205-6.G.3.a)

Gale's Response:

The Zoning By-Law, per section V.H.7(a), requires parking spaces to be a minimum of 9' x 18'. The proposed 9' x 20' parking stall size meets this requirement.

Tetra Tech (TT) Comment No. 11

Wheel stops are required at the head of each car stall where a space/stall abuts a walkway, pedestrian way, or special site feature such as an abrupt change in grade. (Ch. 200 §205-6.G.3.b)

Gale's Response:

The plans have been revised to include wheel stops. See Sheet C101, Rev 1, dated 4-14-14, as well as Detail Sheet C506, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 12

The total diameter of all trees over ten (10) inches in diameter that are removed from the site shall be replaced with trees that equal the total breast height Tetra diameter of the removed trees. (Ch. 200 §205-9.F)

Gale's Response:

The applicant has requested a waiver of the tree replacement requirement, as indicated on the plan set's Cover Sheet.

Tetra Tech (TT) Comment No. 13

Construction Standards (Ch. 200 §205-11) – Project details shall meet or exceed the Town of Medway's Construction Details.

- A. Catch Basin Sediment Control shall meet the Siltsack Sediment Trap Detail (CD-32)
- B. Contractor shall provide Vertical Granite Curb detail (CD-12)



- C. Contractor shall provide Standard Utility Trench Detail (CD-24)
- D. Flared End Section & Level Spreader to meet or exceed Flared End Section Detail (CD-27)

Gale's Response:

Gale has revised the vertical granite curb, standard utility trench, flared end section and level spreader details to meet or exceed the Town of Medway's construction details. The catch basin sediment detail is not used and has been removed from the plan set. See revised Detail Sheets C501, C506 and C508.

Tetra Tech (TT) Comment No. 14

Conformance with the MA DEP Storm Water Management Standards: The provided calculations show that an adequate water quality volume has been provided in the infiltration trench along the perimeter of the northern athletic field. Please verify that this volume is provided below the 2" outlet.

Gale's Response:

The Parking Lot Drainage Plan has been revised to utilize underground stormwater chambers. The volume below the proposed 5" outlet is 1,837 CF, which exceeds the required 1,833 CF. See the revised HydroCAD model provided as Enclosure 1.

Tetra Tech (TT) Comment No. 15

As a redevelopment project, all impervious area is not required to be directed to the recharge BMP's (where water quality volume is provided), however all new pavement is required to be. The applicant should provide a breakdown of existing and proposed impervious areas and quantify the amount of impervious area in the proposed development that is not being directed to the proposed athletic turf drainage systems.

Gale's Response:

The impervious area (approximately 0.105 acres) detailed within watershed WS-1C is the only imperious area not being directed to the proposed athletic turf or parking lot stormwater chambers.

Tetra Tech (TT) Comment No. 16

Conformance with the Town of Medway Water/Sewer Department Rules & Regulations: The applicant shall add note "Plumbers and drain layers of established reputation and experience will be licensed by the Board as Drain Layers authorized to perform work." (Article III-2)



Gale's Response:

This note has been annotated on the notes sheet. See Sheet G002, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 17

General Stormwater Comments: The drainage report states that the northern field in drainage area WS-1A is crowned, however the plans show a constant 0.5% slope across the field. Please revise the description in the report.

Gale's Response:

The description has been revised accordingly. See the revised Drainage Report provided as Enclosure 2.

Tetra Tech (TT) Comment No. 18

The outlet of the northern athletic field and parking lot drainage system is proposed to discharge 30 feet up gradient of the proposed stone dust multi use trail. Although a level spreader is proposed, the runoff will concentrate and wash out the trail. The applicant should consider extending the outlet of the drainage system down gradient of the stone dust multi use trail.

Gale's Response:

The outlet has been revised. See the revised Drainage Plan, Sheet C107, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 19

The Outlet Control Structure (OCS-1) detail (detail 1 on sheet 508) shows a 12" low flow orifice in the outlet control baffle wall. The Outlet Control Baffle detail (same detail sheet) shows a 2" orifice, which is consistent with the HydroCAD model. Please revise the detail.

Gale's Response:

The OCS, as previously proposed, has been relocated. See the revised Drainage Plan, Sheet C107, Rev 1, dated 4-14-14, as well as revised Detail Sheet C508.

Tetra Tech (TT) Comment No. 20

The OCS-1 baffle wall spillway elevation is at EL=244.95 feet. The top of curb elevation at its lowest point in the proposed parking area is at EL=244.29 feet which is approximately 8-inches lower than the baffle wall weir. All storm events including the 2-year event discharge over the weir, and therefore flooding will occur in the proposed parking lot. As modeled, the 2-year event stages up to EL=245.28 feet (1.36 feet of flooding in the proposed parking lot), and the 100-year storm stages up to EL=245.50 feet (1.77 feet of flooding in the propose parking lot).



The drainage model should be revised to eliminate flooding in the proposed parking area.

Gale's Response:

The parking lot drainage has been separated from the field drainage. The parking lot drainage is being directed to underground stormwater chambers. See the revised HydroCAD provided in Enclosure 1.

Tetra Tech (TT) Comment No. 21

The drainage report states that the Pavilion area is included in drainage area WS-1B, however the grades show that it and the surrounding paved walkways discharge overland directly to drainage area WS-1C. Please revise the model accordingly.

Gale's Response:

The Pavilion Area is included in Drainage Area WS-1C, as shown in the HydroCAD model. The language under WS-1B has been revised. See the revised Drainage Report provided as Enclosure 2.

Tetra Tech (TT) Comment No. 22

The drainage system for the southern athletic field does not appear to have a culverted outlet. If CB-1 is intended to serve as an overflow from the drainage system, outlet protection should be provided to prevent erosion on the slope.

Gale's Response:

Rip-rap is proposed around the catch basin outlet. See revised Drainage Plan, Sheet C108, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 23

The drainage system for the southern athletic field has been designed to infiltrate 100% of the runoff for all storm events. Due to the existing topography, this field requires a retaining wall up to approximately 10 feet on the north eastern side of the field. The retaining wall detail utilizes drainage stone behind the wall and a perforated foundation drain at the base of the wall, however a significant amount of runoff will be retained and recharged in the ground behind this wall with the potential for groundwater break out and weakening and/or undermining the slope below the retaining wall. A stamped structural drawing should be provided for the retaining wall and these concerns should also be addressed.

Gale's Response:

The proposed wall will be a modular block retaining wall system. Stamped structural drawings will be required as part of the submittal process during construction.



GENERAL COMMENTS

Tetra Tech (TT) Comment No. 24

The applicant shall verify what Horizontal and Vertical datum are assumed from?

Gale's Response:

The vertical datum is NAV88. The horizontal datum is assumed.

Tetra Tech (TT) Comment No. 25

The applicant shall provide a legend for the abbreviated acronyms on Layout and Materials, Grading, and Drainage Plans.

Gale's Response:

The legends have been revised or added on the indicated plans.

Tetra Tech (TT) Comment No. 26

The applicant shall show where VGC begins, ends, and transitions curb are located.

Gale's Response:

The Layout Plan has been revised. See Sheet C101, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 27

Has the Multi Use Trail been designed/located based on accessibility considerations? Confirm that ADA design standards will be applicable to the proposed design?

Gale's Response:

As noted on the plan, the final trail location will be field located to avoid excessive tree removal/earthwork. The trail will conform to applicable ADA design standards.

Tetra Tech (TT) Comment No. 28

The applicant shall show the power source for the athletic field lighting systems.

Gale's Response:

The power source is proposed to come from the Medway High School. New utility meters will be installed for both fields.

Tetra Tech (TT) Comment No. 29

The applicant shall provide a sump in the PVC (Nyloplast) Drain Manhole or Catch Basin.



Gale's Response:

The parking lot catch basins have four foot (4') sumps. See the catch basin detail on Sheet C507.

Tetra Tech (TT) Comment No. 30

There is only 0.8' cover over the pipe in CB #1. The applicant shall verify that HDPE pipe is feasible with minimal cover. Additionally the applicant shall verify that the catch basin can actually be constructed as designed.

Gale's Response:

The rim elevation for of Catch Basin No. 1 has been revised. See the revised Drainage Plan, Sheet C107, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 31

CB #2 to DMH #1 slope is incorrect with an approximately pipe length of nine (9) feet.

Gale's Response:

The drainage plans have been updated. See the revised Drainage Plan Sheet, C107, Rev 1, 4-14-14.

Tetra Tech (TT) Comment No. 32

CB #3 to DMH #2 slope is incorrect with an approximately pipe length of nine (9) feet.

Gale's Response:

The drainage plans have been updated. See revised the Drainage Plan Sheets, C107 and C108, Rev 1, 4-14-14.

Tetra Tech (TT) Comment No. 33

There is only 1.5' cover over the pipe in CB #6. The applicant shall verify that HDPE pipe is feasible with minimal cover. Additionally the applicant shall verify that the catch basin can actually be constructed as designed.

Gale's Response:

The minimum cover for HDPE pipe is one foot (1'). The one and a half feet (1.5') of cover provided is sufficient.

Tetra Tech (TT) Comment No. 34

The applicant shall provide Rims and Inverts for the Water Quality Unit.

Gale's Response:

The water quality unit rim and invert elevations have been noted. See the revised Drainage Plan, Sheet C107, Rev 1, dated 4-14-14.



Tetra Tech (TT) Comment No. 35

The applicant shall provide pipe type, size, and slope from PVC DMH #3 to OCS #1.

Gale's Response:

The drainage plans have been updated. See the revised Drainage Plan Sheets, C107 and C108, Rev 1, 4-14-14.

Tetra Tech (TT) Comment No. 36

The applicant shall provide pipe length to all pipes instead of us guessing.

Gale's Response:

The drainage plans have been updated. See the revised Drainage Plan Sheets, C107 and C108, Rev 1, 4-14-14.

Tetra Tech (TT) Comment No. 37

There are two CB #1 on sheet C107 and C108, the applicant shall renumber as required.

Gale's Response:

The catch basins have been re-numbered accordingly. See the revised Drainage Plan, Sheet C107, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 38

See CB #1 to DMH #6 on sheet C108. The applicant shall provide a slope to be consistent with other pipe labels.

Gale's Response:

The drainage plan has been revised. See the revised Drainage Plans, Sheets C107 and C108, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 39

The applicant shall provide pipe type, size, and slope from PVC DMH #6 to PVC DMH #7.

Gale's Response:

The drainage plans have been updated. See the revised Drainage Plan Sheets, C107 and C108, Rev 1, 4-14-14.

Tetra Tech (TT) Comment No. 40

The applicant shall provide slope from DMH #7 through DMH #9.



Gale's Response:

The drainage plans have been updated. See the revised Drainage Plan Sheets, C107 and C108, Rev 1, 4-14-14.

Tetra Tech (TT) Comment No. 41

Sheet C102, Concrete Anchor Curb @ Bit. Conc. Walkway shall reference detail 2 instead of 4.

Gale's Response:

Sheet C102 has been revised accordingly.

Tetra Tech (TT) Comment No. 42

Sheet L101, the applicant shall label all plant types.

Gale's Response:

Sheet L101 has been revised to include all plant types.

Tetra Tech (TT) Comment No. 43

Sheet L101, the applicant only shows two (2) Purple Leaf Sand Cherry shrubs instead of five (5).

Gale's Response:

Sheet L101 has been revised to reflect five (5) Purple Leaf Sand Cherry Shrubs.

Tetra Tech (TT) Comment No. 44

The applicant shall verify where the Stabilized Construction Entrance is being utilized. It is shown in the legend however it is not located on the plans.

Gale's Response:

The SCE has been indicated on the Demolition and Erosion Control Plan. See the revised plans, Sheets C005 and C006, Rev 1, dated 4-14-14.

Tetra Tech (TT) Comment No. 45

The applicant shall verify where the Construction Chain Link Fence is being utilized. It is shown in the legend however it is not located on the plans.

Gale's Response:

The Demolition and Erosion Control Plans have been revised to reflect the initial layout of the construction fence, subject to change.

Tetra Tech (TT) Comment No. 46

The Planning to Board shall verify that all sheets require a Board of Selectmen's Signature Block.

Ms. Susan E. Affleck-Childs
Town of Medway
April 14, 2014
Page 11



Gale's Response:

The Board of Selectmen signature block has been added to all applicable sheets.

Tetra Tech (TT) Comment No. 47

The applicant shall verify where the Material Stockpile will be located.


Gale's Response:

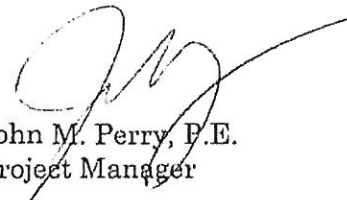
The Demolition and Erosion Control Plans have been revised to locate stock pile areas.

We trust the above responses address the comments raised in your review. If you require additional information or clarification of any of the responses provided, please do not hesitate to contact the undersigned.

Sincerely,

GALE ASSOCIATES, INC.


Sean T. Boyd, E.I.T.
Project Engineer


John M. Perry, P.E.
Project Manager

STB/lad
Enclosures

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Susan Affleck-Childs

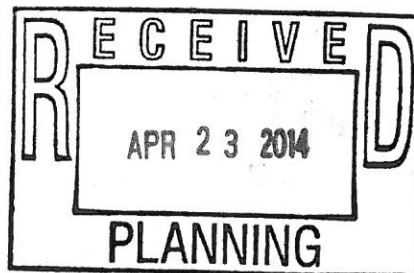
From: Jeff Lynch
Sent: Wednesday, April 23, 2014 1:17 PM
To: Susan Affleck-Childs
Subject: Turf fields on Adams Street

Good Afternoon Susi, With regards to the proposed turf fields on Adams Street, behind the High School, I noted the following when reviewing the plans.

- 1.) I am concerned there is not enough parking for instances that all of the fields might be being used such as tournaments. In these cases I fear the fire lane will become congested and emergency vehicles will not be able to maneuver around the rear of the school. The fire department connection for the sprinkler system is in the rear of the building in this area with a fire hydrant as well.
- 2.) Between the two fields there are presently no parking spaces shown. When there are events in the field furthest from Adams Street there is no parking for emergency vehicles that might be working details at the field such as EMTs or Police Officers. Additionally, if there is an injury on that field the ambulance would have to park on the street and block traffic until the patient is packaged, put in the ambulance, and transported. I believe there should be several spots for public safety parking.

If you have any questions please feel free to contact me. Thanks.

Chief Jeffrey P. Lynch
Medway Fire Department
44 Milford Street
Medway, MA 02053
508-533-3211





TETRA TECH



April 24, 2014

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

**Re: Medway Athletic Facilities Improvement
Major Site Plan Permit Set Review
Medway, Massachusetts**

Dear Ms. Affleck-Childs,

Tetra Tech (TT) has performed a review of the proposed Major Site Plan Permit Set for the above mentioned project. The proposed project includes the construction of two (2) multipurpose synthetic turf fields, installation of athletic lighting, a pavilion area, a new parking lot, a multi-use walking trail and other related site improvement. The construction of the proposed site is set to start in the summer of 2014.

TT is in receipt of the following materials:

- A plan (Plans) set entitled "Medway Athletic Facilities Improvements, Medway, MA, Major Site Plan Permit Set", dated March 18, 2014, prepared by Gale Associates, Inc. (Gale).
- A drainage report (Drainage Report) entitled "Supporting Stormwater Management Calculations", dated March 18, 2014, prepared by Gale.
- An application (Application for Review) entitled "Application for Review and Approval of a Major Site Plan Project" dated March 18, 2014, prepared by Gale.
- A letter (Submittal Letter) entitled "Site Plan Review Project Description and Development Impact Statement" dated March 18, 2014, prepared by Gale.

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

On April 16, 2014 TT received an updated package from the applicant's engineer including response to our original comments, revised plans and supplemental stormwater compliance documents. We have reviewed this package and update our comments as bulleted below the original comments and dated 04/22/14.

Conformance with Planning Board Rules and Regulations for Submission and Review of Site Plans (Chapter 200):

1. Cover Sheet requires project Assessor's Map and Parcel number, zoning district classifications, list of requested waivers, Board of Selectmen's Signature Block. (Ch. 200 §204-5.A)
 - **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
2. A locus plan shall be a maximum scale of one (1) inch equals one thousand (1,000) feet. (Ch. 200 §204-5.B.1)
 - **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
3. The applicant shall provide Abutter's address with assessor's reference. (Ch. 200 §204-5.B.2)
 - **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
4. Lot line dimensions were not provided. (Ch. 200 §204-5.B.3)
 - **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
5. The applicant shall verify that the Existing Landscape Inventory is prepared by a Professional Landscape Architect licensed in the Commonwealth of Massachusetts. (Ch. 200 §204-5.C.3)
 - **TT 04/21/14 Update:** Applicant requested a waiver from Section 204-5.C.3.
6. The applicant shall provide dimension of the proposed parking, including lot line setbacks, access lanes and curb radii. (Ch. 200 §204-5.D.2)
 - **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
7. The applicant shall provide dimension of the proposed improvements such as travel ways, maneuvering spaces and aisles. (Ch. 200 §204-5.D.3)
 - **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
8. The Landscape Architectural Plans shall be prepared by a Landscape Architect licensed in the Commonwealth of Massachusetts. (Ch. 200 §204-5.D.7)
 - **TT 04/21/14 Update:** This item has been addressed to our satisfaction.

9. A table outlining the proposal's conformance with zoning requirements including lot areas shall be provided. (Ch. 200 §204-5.D.15)
 - **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
10. Car parking spaces/stalls shall be ten (10) feet by twenty (20) feet. (Ch. 200 §205-6.G.3.a)
 - **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
11. Wheel stops are required at the head of each car stall where a space/stall abuts a walkway, pedestrian way, or special site feature such as an abrupt change in grade. (Ch. 200 §205-6.G.3.b)
 - **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
12. The total diameter of all trees over ten (10) inches in diameter that are removed from the site shall be replaced with trees that equal the total breast height diameter of the removed trees. (Ch. 200 §205-9.F)
 - **TT 04/21/14 Update:** Applicant requested a waiver from Section 205-9.F.
13. Construction Standards (Ch. 200 §205-11) – Project details shall meet or exceed the Town of Medway's Construction Details.
 - A. Catch Basin Sediment Control shall meet the Siltsack Sediment Trap Detail (CD-32)
 - **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
 - B. Contractor shall provide Vertical Granite Curb detail (CD-12)
 - **TT 04/21/14 Update:** Vertical Granite Curb shall have a 7" Reveal per Town of Medway standard detail CD-12.
 - C. Contractor shall provide Standard Utility Trench Detail (CD-24)
 - **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
 - D. Flared End Section & Level Spreader to meet or exceed Flared End Section Detail (CD-27)
 - **TT 04/21/14 Update:** This item has been addressed to our satisfaction.

Conformance with the MA DEP Storm Water Management Standards

14. The provided calculations show that an adequate water quality volume has been provided in the infiltration trench along the perimeter of the northern athletic field. Please verify that this volume is provided below the 2" outlet.

- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.

15. As a redevelopment project, all impervious area is not required to be directed to the recharge BMP's (where water quality volume is provided), however all new pavement is required to be. The applicant should provide a breakdown of existing and proposed impervious areas and quantify the amount of impervious area in the proposed development that is not being directed to the proposed athletic turf drainage systems.

- **TT 04/21/14 Update:** As a redevelopment project, any increase in impervious area must be directed to a recharge BMP for treatment prior to discharge. The applicant states that 0.105 acres of impervious area within proposed drainage area WS-1C is not directed to a recharge BMP. This impervious area exceeds existing conditions by 0.063 acres or 2,750 sf. To comply with the stormwater standards for a redevelopment project, this increase in impervious area should be directed to a recharge BMP or a variance should be requested from the standard.

Conformance with the Town of Medway Water/Sewer Department Rules & Regulations

16. The applicant shall add note "Plumbers and drain layers of established reputation and experience will be licensed by the Board as Drain Layers authorized to perform work." (Article III-2)

- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.

General Stormwater Comments

17. The drainage report states that the northern field in drainage area WS-1A is crowned, however the plans show a constant 0.5% slope across the field. Please revise the description in the report.

- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.

18. The outlet of the northern athletic field and parking lot drainage system is proposed to discharge 30 feet up gradient of the proposed stone dust multi use trail. Although a level spreader is proposed, the runoff will concentrate and wash out the trail. The applicant should consider extending the outlet of the drainage system down gradient of the stone dust multi use trail.

- **TT 04/21/14 Update:** The outlet to the proposed underground detention system in the proposed parking area has been located down gradient of the proposed stone dust multi use trail, however the outlet to the north athletic field drainage system still discharges up gradient of the proposed stone dust multi use trail. The discharge from the majority of smaller storm events may be minimal enough to not cause erosion to the trail however larger storm events may produce concentrated flows with erosive velocities that will erode the trail. The applicant should discharge the runoff from the playing field outlet structures down gradient of the stone dust multi use trail.
19. The Outlet Control Structure (OCS-1) detail (detail 1 on sheet 508) shows a 12" low flow orifice in the outlet control baffle wall. The Outlet Control Baffle detail (same detail sheet) shows a 2" orifice, which is consistent with the HydroCAD model. Please revise the detail.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
20. The OCS-1 baffle wall spillway elevation is at EL=244.95 feet. The top of curb elevation at its lowest point in the proposed parking area is at EL=244.29 feet which is approximately 8-inches lower than the baffle wall weir. All storm events including the 2-year event discharge over the weir, and therefore flooding will occur in the proposed parking lot. As modeled, the 2-year event stages up to EL=245.28 feet (1.36 feet of flooding in the proposed parking lot), and the 100-year storm stages up to EL=245.50 feet (1.77 feet of flooding in the propose parking lot). The drainage model should be revised to eliminate flooding in the proposed parking area.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
21. The drainage report states that the Pavilion area is include in drainage area WS-1B, however the grades show that it and the surrounding paved walkways discharge overland directly to drainage area WS-1C. Please revise the model accordingly.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
22. The drainage system for the southern athletic field does not appear to have a culverted outlet. If CB-1 is intended to serve as an overflow from the drainage system, outlet protection should be provided to prevent erosion on the slope.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
23. The drainage system for the southern athletic field has been designed to infiltrate 100% of the runoff for all storm events. Due to the existing topography, this field requires a retaining wall up to approximately 10 feet on the north eastern side of the field. The retaining wall detail utilizes drainage stone behind the wall and a perforated foundation

drain at the base of the wall, however a significant amount of runoff will be retained and recharged in the ground behind this wall with the potential for groundwater break out and weakening and/or undermining the slope below the retaining wall. A stamped structural drawing should be provided for the retaining wall and these concerns should also be addressed.

- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.

General Comments

24. The applicant shall verify what Horizontal and Vertical datum are assumed from?

- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.

25. The applicant shall provide a legend for the abbreviated acronyms on Layout and Materials, Grading, and Drainage Plans.

- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.

26. The applicant shall show where VGC begins, ends, and transitions curb are located.

- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.

27. Has the Multi Use Trail been designed/located based on accessibility considerations? Confirm that ADA design standards will be applicable to the proposed design?

- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.

28. The applicant shall show the power source for the athletic field lighting systems.

- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.

29. The applicant shall provide a sump in the PVC (Nyloplast) Drain Manhole or Catch Basin.

- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.

30. There is only 0.8' cover over the pipe in CB #1. The applicant shall verify that HDPE pipe is feasible with minimal cover. Additionally the applicant shall verify that the catch basin can actually be constructed as designed.

- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.

31. CB #2 to DMH #1 slope is incorrect with an approximately pipe length of nine (9) feet.

- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
32. CB #3 to DMH #2 slope is incorrect with an approximately pipe length of nine (9) feet.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
33. There is only 1.5' cover over the pipe in CB #6. The applicant shall verify that HDPE pipe is feasible with minimal cover. Additionally the applicant shall verify that the catch basin can actually be constructed as designed.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
34. The applicant shall provide Rims and Inverts for the Water Quality Unit.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
35. The applicant shall provide pipe type, size, and slope from PVC DMH #3 to OCS #1.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
36. The applicant shall provide pipe length to all pipes instead of us guessing.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
37. There are two CB #1 on sheet C107 and C108, the applicant shall renumber as required.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
38. See CB #1 to DMH #6 on sheet C108. The applicant shall provide a slope to be consistent with other pipe labels.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
39. The applicant shall provide pipe type, size, and slope from PVC DMH #6 to PVC DMH #7.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
40. The applicant shall provide slope from DMH #7 through DMH #9.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
41. Sheet C102, Concrete Anchor Curb @ Bit. Conc. Walkway shall reference detail 2 instead of 4.

- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
42. Sheet L101, the applicant shall label all plant types.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
43. Sheet L101, the applicant only shows two (2) Purple Leaf Sand Cherry shrubs instead of five (5).
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
44. The applicant shall verify where the Stabilized Construction Entrance is being utilized. It is shown in the legend however it is not located on the plans.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
45. The applicant shall verify where the Construction Chain Link Fence is being utilized. It is shown in the legend however it is not located on the plans.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
46. The Planning to Board shall verify that all sheets require a Board of Selectmen's Signature Block.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.
47. The applicant shall verify where the Material Stockpile will be located.
- **TT 04/21/14 Update:** This item has been addressed to our satisfaction.

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,



Brian R. Marchetti, P.E.
Project Manager

4-25-14
NOTE - Full Report Provided
Electronically to P&EDB Members -



Parks, Open Space and Athletic Field Master Plan Report Town of Medway, MA

July 24, 2013

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enclosures (cont.)

Enclosure 5 – Athletic Facility User Demand Matrix

Enclosure 6 – Athletic Facility Demand Totals

Enclosure 7 – Equivalent Demand Matrix

Enclosure 8 – Sample Inclement Weather Policy

Enclosure 9 – Conceptual Redevelopment Schematics

Enclosure 10 – Cost Estimates

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