

July 8, 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	ABSENT with Notice	ABSENT with Notice	X

ALSO PRESENT:

Amy Sutherland, Meeting Recording Secretary
 Consultant, Gino Carlucci, PGC Associates
 Consultant, Brian Marchetti, Tetra Tech
 Susy Affleck-Childs, PED Coordinator

Norwood Acres Subdivision:

The Board is in receipt of the following documents:

- Emails between developer Wayne Marshall and Tetra Tech engineer Steve Bouley dated June 30 - July 1, 2014. **(See Attached)**
- Tetra Tech Construction Inspection Reports - December 2, 2013 and June 30, 2014. **(See Attached)**

Mr. Marshall was present at the meeting to explain the recent revision he is proposing regarding the road surface. The original design called for 16 inch depth for gravel and the road would consist of 2 inches dense grade gravel. Due to the high water table, he is proposing to change the gravel to three layers:

1. Hardpan to 10 inches below final grade – proposes to use 3 inches crushed stone as drainage.
2. From 10 inches below to final grade to 4 inches below final grade – proposes 3 inch dense grade gravel.
3. From 4 inches below final grade – proposes to use pure recycled asphalt, roll compacted.

Steve Bouley, from Tetra Tech has reviewed the site and agrees that it can be very wet and muddy.

Consultant Marchetti communicates that this is a private roadway. The only issue may be potholes in the future. He recommended a fabric under the dense grade which would help maintain the road. The suggested product would be Mirafi.

On a motion made by Bob Tucker and seconded by Karyl-Spiller-Walsh, the Board voted unanimously to approve the change in roadway construction.

The applicant also wants to withhold putting the final 4 inches on until all truck construction traffic is done.

Medway Garden Site Plan – Plan Review Estimates:

The Board is in receipt of the following estimates:

- PGC Associates for \$285.00. (See Attached)
- Tetra Tech dated June 30, 2014 for \$2,535.00 (See Attached)

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to accept the plan review estimates for the Medway Gardens site plan as presented.

Learning Tree Center Site Plan – Public Hearing Continuation

The Board is in receipt of the following documents:

- Updated Lighting & Photometric Plan dated June 26, 2014. (See Attached)
- Order of Conditions dated June 12, 2014 (See Attached)
- DEP Stormwater Checklist dated July 1, 2014 (See Attached)
- Quit Claim Deed dated June 17, 2013. (See Attached)
- Plan Review Memo from Sergeant Jeff Watson dated July 7, 2014. (See Attached)

Consultant Marchetti indicated that the lighting plan is still not compliant with the zoning bylaw. It cannot be greater than .01.

The Chairman indicated that this is a bylaw and needs to be followed. He suggested adding a shield.

The applicant will revise the lighting plan and will provide it to the Board.

Susy will work on drafting the decision for the July 22, 2014 meeting noting the revised lighting plan.

Public Hearing Continuation:

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to continue the hearing for the Learning Tree Center site plan until Tuesday, July 22, 2014 at 7:15 pm.

Consultant Reports:

Tetra Tech Inspection Reports:

Cumberland Farms:

The Board is in receipt of the following inspection reports from Tetra Tech:

- April 27, 2014, June 10, 2014, June 26, 2014, June 27, 2014, June 30, 2014.
(See Attached)

Tetra Tech was on site and observed a large amount of ledge. The contractor will be using a hoe-ram on site to hammer the ledge.

Bay Oaks:

There will be an upcoming pre-construction meeting with Bay Oaks.

Middle School Paving Project:

There will be a preconstruction meeting on July 9, 2017 for the Middle School parking/repaving project. The direction on this project is coming from Selectmen Crowley. The building representatives have been on site. The contract is with JH Lynch from Cumberland, Rhode Island. Tetra Tech is planning on being on site for 20 hours and as needed.

Site Plan Application Tri-Valley:

Susy spoke with Rich Landry and site plan application for Tri Valley Commons will be filed within the next week. There was discussion about what needs to be done with the prior decision along with the decision by the Zoning Board of Appeals. It was suggested that the Board seek counsel regarding the decisions.

Discussion re: RKG Report:

The Board is in receipt of the Medway Community Development Assessment Report dated March 10, 2014 prepared by Judi Barrett of RKG Associates. (See Attached)

The report makes reference to establishing a consolidated Department of Planning and Community Development and also establishing a new department head position which will be full-time who will serve as Director of Planning and Community Development.

It was recommended that this Department Head have responsibility for staff in Planning/Economic Development, Conservation, Health, Zoning,, Design Review Committee, Building and Affordable Housing. The report did make reference that the Open Space Committee and the Community Preservation Committee were not included in the report since it was beyond the scope of review.

Another recommendation included the establishment of another new full-time position which would be a permit coordinator. This person would provide information, application forms, respond to questions about procedures along with referring applicants to the various departments.

The responsibility to hire the new positions will be with the new Town Administrator.

The goal is to improve the service to the residents. The director position has been funded for 9 months, probably starting in the fall, 2014. The office space for the various positions will need to be addressed.

The Redevelopment Authority was not considered as part of this report. There may be some value in looking at this in the future. The RDA has a focus on the Oak Grove area. The urban renewal plan will provide the initial focus which is the bottlecap lots.

It was suggested that the needs of the various groups need to be thought about carefully in regards to how the groups work together. Some Boards and Committees go together naturally, while others don't. This needs to be done to make the system work. It also was suggested that the fee schedule be researched for consistency.

The position which is held by Susy may change, but this will all be addressed by the new administrator. Suzanne Kennedy has already had meeting with the new administrator and he is in receipt of the report.

It was also reported that Susy will be relocating her office to the Medway Middle School where the economic development office used to be. This is to make more room in the Planning/Community Development Area at town hall for existing and new staff. This makes sense as the Planning office generates less foot traffic than Building, Health and Conservation.

The Chairman is planning on scheduling a time to meet with the new Town Administrator.

Consultant Carlucci indicated that in Sherborn, the Zoning Board, Conservation Commission and Planning Board all share office space and are in the same room. It works great for coordination among boards.

There will be an additional Planning and Economic Development Board meeting to be held on Tuesday, July 29, 2014. This will be a working session with Judy Barrett to begin work on recodifying the zoning bylaw.

Minutes:

Executive Session Minutes, June 24, 2014:

The executive session minutes from June 24, 2014 will be tabled until the next meeting.

Regular Session Minutes, June 24, 2014:

The regular minutes from June 24, 2014 will be tabled until the next meeting.

Adjourn:

On a motion made by Karyl Spiller-Walsh and seconded by Bob Tucker, the Board voted unanimously to adjourn the meeting at 8:07 pm.

Respectfully Submitted,


Amy Sutherland
Recording Secretary

Susan Affleck-Childs

From: Bouley, Steven <Steven.Bouley@tetrattech.com>
Sent: Tuesday, July 01, 2014 9:42 AM
To: Susan Affleck-Childs
Cc: Marchetti, Brian
Subject: RE: Norwood Acres Roadway Section Revision

Yes, we don't see any issues with what he is proposing. I have been down there in the spring months and it is very wet and muddy. Anything that can be done to help drain the subbase is a positive and any minor settling that may occur should be part of the regular maintenance of the gravel roadway.

From: Susan Affleck-Childs [mailto:sachilds@townofmedway.org]
Sent: Tuesday, July 01, 2014 9:19 AM
To: Bouley, Steven
Cc: Marchetti, Brian
Subject: RE: Norwood Acres Roadway Section Revision

Thanks. So you feel this is OK??

Susy

From: Bouley, Steven [mailto:Steven.Bouley@tetrattech.com]
Sent: Tuesday, July 01, 2014 9:20 AM
To: Susan Affleck-Childs
Subject: FW: Norwood Acres Roadway Section Revision

Hi Susy,

I also received this email from Wayne last night detailing exactly what the change would be.

Steve

From: Wayne Marshall [mailto:waynemarshall1@yahoo.com]
Sent: Monday, June 30, 2014 7:13 PM
To: Bouley, Steven
Subject: Re: Norwood Acres Roadway Section Revision

Steve,

The original agreed Work Breakdown Structure showed that the entire 16 inch depth of the Trail Drive hard surface road would consist of 2 inch dense grade (crusher run) gravel as an upgrade to the design specification of Gravel Borrow Type C.

Because of the very high water table in the area I would like to change the gravel to three layers: From the hardpan to 10 inches below final grade I propose to use 3 inch crushed stone (mostly 2 inch to 3 inch, no fines) as drainage stone. From 10 inches below final grade to 4 inches below final grade I propose to use 3 inch dense grade gravel. From 4 inches below final grade to final grade I propose to use pure recycled asphalt, roll compacted.

The road has a defined slope of 2% going down from east (Summer St.) to west (retention basin #2) some 492 feet from the curb of Summer St. It also has a slope of 2% going down from south to north and emptying into a drainage swale that carries the runoff to settlement basin #1 all as specified in the Norwood Acres Definitive Plan.

Also, the road is a permanently private road such that all maintenance will be sustained by the homeowner's association and not the Town of Medway.

Peace,

Wayne Marshall
65 Summer Street
Medway, MA 02053
508-259-8865

IN GOD WE TRUST
SI VIS PACEM PARA BELLUM
"Put your trust in God, but mind to keep your powder dry."
quoting Cromwell - Ballads of Ireland, E. Hayes, 1856, 2nd Ed., I. 191
OBAMACARE DELENDA EST

From: "Bouley, Steven" <Steven.Bouley@tetrattech.com>
To: "waynemarshall1@yahoo.com" <waynemarshall1@yahoo.com>
Cc: "Marchetti, Brian" <brian.marchetti@tetrattech.com>
Sent: Monday, June 30, 2014 2:28 PM
Subject: Norwood Acres Roadway Section Revision




Hi Wayne,

Could you please send a write-up of your change to the roadway section so we can have something in writing stating exactly the depths and material to be used as part of the change? I would just like to formalize the process as much as possible for tracking purposes, thanks.

Steve

Steven M. Bouley, E.I.T. | Project Engineer
Direct +1 (508)903-2382 | Business +1 (508)903-2000 | Fax +1 (508)903-2001 | Mobile +1 (401)692-1818 | steven.bouley@tetrattech.com

Tetra Tech | Complex World, Clear Solutions™
One Grant St., Framingham, MA 01701 | tetrattech.com

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Tetra Tech
 One Grant Street
 Framingham, MA 01701

Project Norwood Acres	Date 12-02-2013	Report No. 01
Location Trail Drive, Medway, MA	Project No. 127-21583-09006	Sheet 1 of 2
Contractor Wayne Marshall	Weather A.M. DRIZZLE P.M.	Temperature A.M. 45 P.M.

FIELD OBSERVATIONS

On Monday, December 2, 2013 Steve Bouley from Tetra Tech (TT) visited the project site to inspect its current condition. The following observations were made:

1. Observations

- A. Tetra Tech visited the project site to inspect sidewalk cross slope issues brought up during a town inspection. The cross slope of the sidewalk as it crosses the entrance to Trail Drive exceeds the allowable 2% cross slope per ADA/AAB guidelines. The bituminous concrete apron (Trail Drive) should be removed and regraded to follow all applicable ADA/AAB guidelines.
- B. Detectable warning panels have not been installed at the handicapped ramps as shown on the detail sheet from the approved set of plans. The panels should be installed per the approved plans.

CONTRACTOR'S FORCE AND EQUIPMENT

WORK DONE BY OTHERS

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

OFFICIAL VISITORS TO JOB

Police Details: n/a

Time on site: 8:30 A.M. – 9:00 A.M.

CONTRACTOR'S Hours of Work:

RESIDENT REPRESENTATIVE FORCE

Name

Name

Resident Representative: Steve Bouley

Project Norwood Acres	Date 12-02-2013	Report No. 01
Location Trail Drive, Medway, MA	Project No. 127-21583-09006	Sheet 2 of 2
Contractor Wayne Marshall	Weather A.M. DRIZZLE P.M.	Temperature A.M. 45 P.M.

FIELD OBSERVATIONS CONTINUED

2. Schedule

A. Tetra Tech will inspect the construction site on an as needed basis as work continues.

3. New Action Items

A. The cross slope of the sidewalk as it crosses the entrance to Trail Drive exceeds the allowable 2% cross slope per ADA/AAB guidelines. Also, detectable warning panels have not been installed at the ADA ramp locations as shown on the approved plans. The bituminous concrete apron and ADA ramps (Trail Drive) should be removed and regraded to follow all applicable ADA/AAB guidelines.

4. Previous Open Action Items

B. N/A

5. Materials Delivered to Site Since Last Inspection:

A. N/A

Tetra Tech One Grant Street Framingham, MA 01701		
Project	Date	Report No.
Norwood Acres	06-30-14	02
Location	Project No.	Sheet 1 of
Trail Drive/Summer St. (Rt. 126)	143-21583-14004	2
Contractor	Weather	Temperature
Wayne Marshall	A.M. SUNNY P.M.	A.M. 80° P.M.

FIELD OBSERVATIONS

On Monday, June 30, 2014 Steven Bouley from Tetra Tech (TT) visited the project site to inspect the roadway subgrade and the current condition of the subdivision. The following observations were made:

1. Observations

- A. Mr. Marshall requested that TT visit the site to inspect the condition of the roadway subgrade. It appears that all organic material and topsoil has been removed. Existing material was removed to within 16" of the proposed finish grade of the gravel roadway.
- B. Mr. Marshall requested a change to the roadway section. A layer of 3" crushed stone would be installed over the existing subgrade material for drainage purposes. He stated that the property is nearly impassable during the spring and early summer months due to mud created by poorly draining soils located on site and that this layer should help with draining any water which reaches it. A 6" layer of dense graded crushed stone would be installed over the 3" crushed stone drainage layer. A 4" layer of reclaimed asphalt would be installed as the wearing course for the gravel roadway. TT does not have any issues with the proposed change to the roadway section.

CONTRACTOR'S FORCE AND EQUIPMENT

WORK DONE BY OTHERS

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

OFFICIAL VISITORS TO JOB

Police Details:	RESIDENT REPRESENTATIVE FORCE	
Time on site: 11:30 A.M. – 12:00 P.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative: Steve Bouley	

PGC ASSOCIATES, INC.

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

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

RE: Medway Gardens Minor Site Plan

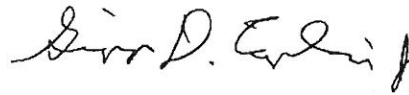
Dear Mr. Rodenhiser:

PGC Associates is pleased to present the following cost estimate to review and comment on the proposed minor site plan submitted by Joseph Avellino of Medway, to modify the Medway Gardens portion of the site following the construction of a Cumberland Farm on part of the site.. The property is owned by Onilleva Realty Trust of Medway. The plan was prepared by Civil Design Group, LLC. Of North Andover, and is dated June 18, 2014.

<u>Task</u>	<u>Hours</u>
Technical Review and comment of initial submittal for compliance with zoning and site plan regulations	1.0
Attendance at Planning and Economic Development Board meetings/hearings	1.0
Review and comment on revised plans	0.5
Review and comment on draft Certificate of Recommendation	0.5
Total	3.0
Cost Estimate (@\$95)	\$285.00

If there are any questions about this estimate, please call me.

Sincerely,



Gino D. Carlucci, Jr.



TETRA TECH

June 30, 2014

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

**Re: Minor Site Plan Review
Planning and Economic Development Board
Medway Gardens
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 Medway Gardens Minor Site Plan 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, Project Description and Supporting Stormwater Management Calculations 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 will perform one (1) site visit to review existing conditions;
- Budget Assumption: 2 hours@ \$100/hr=\$200

Task 2 Design Review

- A. Review the proposed "Medway Gardens Site Plan" prepared by Civil Design Group, LLC, dated June 18, 2014;
- Budget Assumption: 2 hours @ \$100/hr=\$200

One Grant Street
Framingham, MA 01702
Tel 508.903.2000 Fax 508.903.2001



- B. Review the “Stormwater Management Report for Cumberland Farms” prepared by Civil Design Group, LLC and dated June 28, 2013 for compliance with the latest Department of Environmental Protection Stormwater Management Standards and good engineering practice. As stated in Mr. Philip Henry’s cover letter this stormwater report includes the Medway Gardens property;
 - Budget Assumption: 2 hours @ \$100/hr=\$200
- C. Prepare a letter summarizing findings for presentation to the Town of Medway Planning and Economic Development Board;
 - Budget Assumption: 4 hours @ \$100/hr=\$400
- D. Coordinate with applicant to address items in review letter and issue an updated letter upon receipt of modifications:
 - Budget Assumption: 8 hours @ \$100/hr=\$800

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 the civil engineer.
 - Budget Assumption: 2 Meetings
2.5 hrs/meeting @\$130/hr= \$650

Cost

Our cost for the above Scope of Services will be on a time and expenses basis in accordance with Tetra Tech’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	\$200
Task 2	Design Review	\$1,600
Task 3	Meeting Attendance	\$650
	Labor Subtotal	\$2,450
	Expenses (3.5%)	\$85
	Total Fee	\$2,535



TETRA TECH

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 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,

Brian Marchetti, P.E.
Project Manager

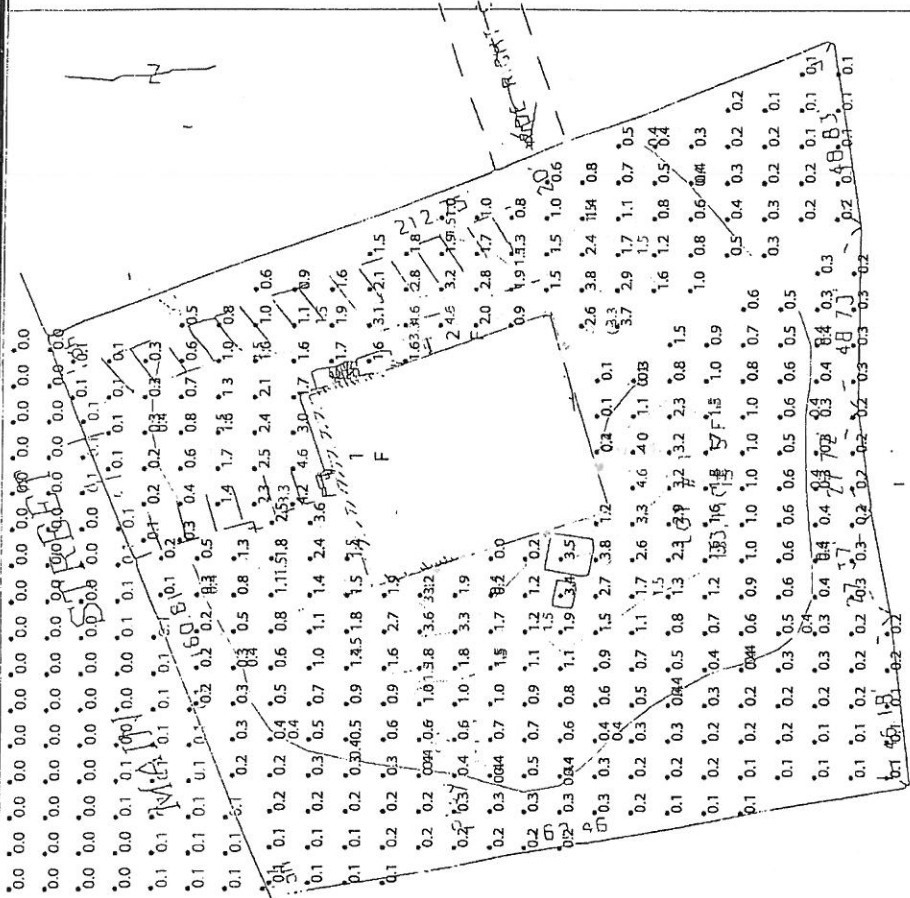
Date Approved by Medway Planning and Economic Development Board _____

Certified by: _____ Date _____
Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator

RECEIVED

JUL 2 2014

PLANNING



Scale: 1 inch= 30 Ft.

RAB LIGHTING
 Tel: (888) 722-1000 Fax: (888) 722-1232
 WWW.RABWEB.COM

Prepared For:
 Hobbs & Associates
 35 Reservoir Park Drive
 Rockland, MA 02370

Job Name:
 999 Street
 Medway, MA 02053
 Lighting Layout
 Version A

Scale as noted
 Date: 6/26/2014
 Drawn By: Nigel Mcgregor

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WPLED3T78

LED 78W Wallpacks. 3 cutoff options. Patent Pending thermal management system. 100,000 hour L70 lifespan. 5 Year Warranty.

Color: Bronze

Weight: 34.8 lbs



LED Info

Watts: 78W
 Color Temp: 5100K (Cool)
 Color Accuracy: 67
 L70 Lifespan: 100000
 LM79 Lumens: 6,911
 Efficacy: 88 LPW

Driver Info

Type: Constant Current
 120V: 0.66A
 208V: 0.41A
 240V: 0.35A
 277V: 0.30A
 Input Watts: 78W
 Efficiency: 99%

Technical Specifications

UL Listing:

Suitable for wet locations as a downlight.

Lumen Maintenance:

100,000-hour LED lifespan based on IES LM-80 results and TM-21 calculations.

IP Rating:

Ingress Protection rating of IP66 for dust and water.

Specification Grade Optics:

The Type III distribution is ideal for roadway, general parking, and other area lighting applications where a larger pool of lighting is required. It is intended to be located near the side of the area, allowing the light to project outward and fill the area.

LEDs:

Six (6) multi-chip, 13W, high-output, long-life LEDs.

Driver:

Constant Current, Class 2, 2000mA, 100-277V, 50-60Hz, 1.1A, Power Factor 99%

THD:

5.3% at 120V, 13.3% at 277V

Ambient Temperature:

Suitable for use in 40°C ambient temperatures.

Surge Protection:

6kV

Cold Weather Starting:

The minimum starting temperature is -40°F/-40°C.

Thermal Management:

Superior heat sinking with external Air-Flow fins.

Housing:

Die cast aluminum housing, lens frame and mounting arm.

Color Consistency:

3-step MacAdam Ellipse binning to achieve consistent fixture-to-fixture color.

Color Stability:

LED color temperature is warranted to shift no more than 200K in CCT over a 5 year period.

Color Uniformity:

RAB's range of CCT (Correlated color temperature) follows the guidelines of the American National Standard for Specifications for the Chromaticity of Solid State Lighting (SSL) Products, ANSI C78.377-2008.

Reflector:

Specular vacuum-metallized polycarbonate

Gaskets:

High temperature silicone gaskets.

Finish:

Our environmentally friendly polyester powder coatings are formulated for high-durability and long-lasting color, and contains no VOC or toxic heavy metals.

Green Technology:

Mercury and UV free.

IESNA LM-79 & IESNA LM-80 Testing:

RAB LED luminaires have been tested by an independent laboratory in accordance with IESNA LM-79 and 80, and have received the Department of Energy "Lighting Facts" label.

RAB
LIGHTING

Tech Help Line: 888 RAB-1000

Email: sales@rabweb.com

On the web at: www.rabweb.com

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Note: Specifications are subject to change without notice

Page 1 of 2

DLC Listed:

This product is on the Design Lights Consortium (DLC) Qualified Products List and is eligible for rebates from DLC Member Utilities.

Replacement:

The WPLED78 replaces 400W Metal Halide Wallpacks.

California Title 24:

See WPLED3T78/BL for a 2013 California Title 24 compliant product. Any additional component requirements will be listed in the Title 24 section under technical specifications on the product page.

Warranty:

RAB warrants that our LED products will be free from defects in materials and workmanship for a period of five (5) years from the date of delivery to the end user, including coverage of light output, color stability, driver performance and fixture finish.

Patents:

The WPLED design is protected by patents pending in the U.S., Canada, China, Taiwan and Mexico.

For use on LEED Buildings:

IDA Dark Sky Approval means that this fixture can be used to achieve LEED Credits for Light Pollution Reduction.

Dark Sky Approved:

The International Dark Sky Association has approved this product as a full cutoff, fully shielded luminaire.

Country of Origin:

Designed by RAB in New Jersey and assembled in the USA by RAB's IBEW Local 3 workers.

Buy American Act Compliant:

This product is a COTS item manufactured in the United States, and is compliant with the Buy American Act.

Recovery Act (ARRA) Compliant:

This product complies with the 52.225-21 "Required Use of American Iron, Steel, and Manufactured Goods-- Buy American Act-- Construction Materials (October 2010).

Trade Agreements Act Compliant:

This product is a COTS item manufactured in the United States, and is compliant with the Trade Agreements Act.

GSA Schedule:

Suitable in accordance with FAR Subpart 25.4.

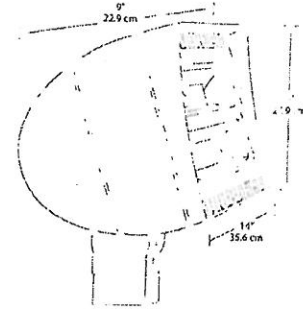


FXLED78SF

High power, wide distribution LED floodlight. Replaces 250W MH. Patent Pending airflow technology ensures long LED and driver lifespan. Use for building facade lighting, sign lighting, LED landscape lighting and instant-on security lighting.

Color: Bronze

Weight: 24.0 lbs



LED Info

Watts: 78W
 Color Temp: 5100K (Cool)
 Color Accuracy: 67
 L70 Lifespan: 100000
 LM79 Lumens: 7,597
 Efficacy: 97 LPW

Driver Info

Type: Constant Current
 120V: 0.66A
 208V: 0.41A
 240V: 0.35A
 277V: 0.30A
 Input Watts: 79W
 Efficiency: 99%

Technical Specifications

UL Listing:

Suitable for wet locations. Suitable for mounting within 1.2m (4ft) of the ground.

Lumen Maintenance:

100,000-hour LED lifespan based on IES LM-80 results and TM-21 calculations.

IP Rating:

Ingress Protection rating of IP66 for dust and water.

EPA:

2

NEMA Type:

6H x 5V Beam Spread.

Replacement Range:

The FXLED78 can be used to replace 150 - 320W Metal Halide Floodlights based on delivered lumens.

LEDs:

Six multi-chip, 13Watt high-output, long-life LEDs.

Driver:

Constant Current, Class 2, 2000mA, 100-277V, 50-60Hz, 1.1A, Power Factor 99%

THD:

5% at 120V, 13.1% at 277V

Surge Protection:

4kV

Ambient Temperature:

Suitable for use in 40°C ambient temperatures.

Cold Weather Starting:

The minimum starting temperature is -40°F/-40°C.

Thermal Management:

Superior heat sinking with external Air-Flow fins.

Housing:

Die-cast aluminum housing and door frame.

Mounting:

Heavy-duty Slip Fitter for 2 3/8"OD pipe.

Color Consistency:

7-step MacAdam Ellipse binning to achieve consistent fixture-to-fixture color.

Color Stability:

LED color temperature is warranted to shift no more than 200K in CCT over a 5 year period.

Color Uniformity:

RAB's range of CCT (Correlated Color Temperature) follows the guidelines of the American National Standard for (SSL) Products, ANSI C78.377-2008.

Equivalency:

The FXLED78 is Equivalent in delivered lumens to a 250W Metal Halide.

Reflector:

Specular vacuum-metallized polycarbonate

Gaskets:

High-temperature silicone gaskets.

Finish:

Our environmentally friendly polyester powder coatings are formulated for high-durability and long-lasting color, and contains no VOC or toxic heavy metals.

Green Technology:

Mercury and UV free.

RAB
LIGHTING

Tech Help Line: 888 RAB-1000

Email: sales@rabweb.com

On the web at: www.rabweb.com

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Note: Specifications are subject to change without notice

IESNA LM-79 & LM-80 Testing:

RAB LED luminaires have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80, and have received the Department of Energy Lighting Facts label.

California Title 24:

See FXLED78SF/D10, FXLED78SF/BL, FXLED78SF/PCS or FXLED78SF/PCS2 (277V) for a 2013 California Title 24 compliant product. Any additional component requirements will be listed in the Title 24 section under technical specifications on the product page.

Warranty:

RAB warrants that our LED products will be free from defects in materials and workmanship for a period of five (5) years from the date of delivery to the end user, including coverage of light output, color stability, driver performance and fixture finish.

Patents:

The FXLED78 design is protected by U.S. Pat. D659,280, Canada Pat. 143155, China Pat. ZL201130443125.9, Mexico Pat. 36558 and pending patent in Taiwan.

DLC Listed:

This product is on the Design Lights Consortium (DLC) Qualified Products List and is eligible for rebates from DLC Member Utilities.





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WPA Form 5 – Order of Conditions

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40
& Medway General Wetlands Protection Bylaw (Article XXI)

Provided by MassDEP:
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A. General Information (cont.)

6. **Property recorded at the Registry of Deeds for** (attach additional information if more than one parcel):

Norfolk County

a. County

31443

c. Book

b. Certificate Number (if registered land)

467

d. Page

7. **Dates:** April 25, 2014 May 22, 2014 June 12, 2014
a. Date Notice of Intent Filed b. Date Public Hearing Closed c. Date of Issuance

8. **Final Approved Plans and Other Documents** (attach additional plan or document references as needed):

Site Plan of Land in Medway

a. Plan Title

Joseph Sullivan

b. Prepared By

Ma 30, 2014

d. Final Revision Date

Joseph Sullivan

c. Signed and Stamped by

1-inch = 20-feet

e. Scale

Notice of Intent and Stormwater Management Report

f. Additional Plan or Document Title

April 25, 2014 &

May 22, 2014 rev.

May 30, 2014

g. Date

B. Findings

1. Findings pursuant to the Massachusetts Wetlands Protection Act:

Following the review of the above-referenced Notice of Intent and based on the information provided in this application and presented at the public hearing, this Commission finds that the areas in which work is proposed is significant to the following interests of the Wetlands Protection Act (the Act). Check all that apply:

- a. Public Water Supply b. Land Containing Shellfish c. Prevention of Pollution
d. Private Water Supply e. Fisheries f. Protection of Wildlife Habitat
g. Groundwater Supply h. Storm Damage Prevention i. Flood Control

2. This Commission hereby finds the project, as proposed, is **APPROVED** subject to the following conditions which are necessary in accordance with the performance standards set forth in the wetlands regulations. This Commission orders that all work shall be performed in accordance with the Notice of Intent referenced above, the following General Conditions, and any other special conditions attached to this Order. To the extent that the following conditions modify or differ from the plans, specifications, or other proposals submitted with the Notice of Intent, these conditions shall control.



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B. Findings (cont.)

3. Buffer Zone Impacts: Shortest distance between limit of project disturbance and the wetland resource area specified in 310 CMR 10.02(1)(a) 32
a. linear feet

Inland Resource Area Impacts: Check all that apply below.

Resource Area	Proposed Alteration	Permitted Alteration	Proposed Replacement	Permitted Replacement
4. <input type="checkbox"/> Bank	a. linear feet	b. linear feet	c. linear feet	d. linear feet
5. <input type="checkbox"/> Bordering Vegetated Wetland	a. square feet	b. square feet	c. square feet	d. square feet
6. <input type="checkbox"/> Land Under Waterbodies and Waterways	a. square feet	b. square feet	c. square feet	d. square feet
	e. c/y dredged	f. c/y dredged		
7. <input type="checkbox"/> Bordering Land Subject to Flooding	a. square feet	b. square feet	c. square feet	d. square feet
Cubic Feet Flood Storage	e. cubic feet	f. cubic feet	g. cubic feet	h. cubic feet
8. <input type="checkbox"/> Isolated Land Subject to Flooding	a. square feet	b. square feet		
Cubic Feet Flood Storage	c. cubic feet	d. cubic feet	e. cubic feet	f. cubic feet
9. <input type="checkbox"/> Riverfront Area	a. square feet	b. square feet		
Sq ft within 100 ft	c. square feet	d. square feet	e. cubic feet	f. cubic feet
Sq ft between 100-200 ft	g. square feet	h. square feet	i. cubic feet	j. cubic feet

C. General Conditions Under Massachusetts Wetlands Protection Act

The following conditions are only applicable to Approved projects.

1. Failure to comply with all conditions stated herein, and with all related statutes and other regulatory measures, shall be deemed cause to revoke or modify this Order.
2. The Order does not grant any property rights or any exclusive privileges; it does not authorize any injury to private property or invasion of private rights.



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3. This Order does not relieve the permittee or any other person of the necessity of complying with all other applicable federal, state, or local statutes, ordinances, bylaws, or regulations.

4. The work authorized hereunder shall be completed within three years from the date of this Order unless either of the following apply:
 - a. the work is a maintenance dredging project as provided for in the Act; or
 - b. the time for completion has been extended to a specified date more than three years, but less than five years, from the date of issuance. If this Order is intended to be valid for more than three years, the extension date and the special circumstances warranting the extended time period are set forth as a special condition in this Order.

5. This Order may be extended by the issuing authority for one or more periods of up to three years each upon application to the issuing authority at least 30 days prior to the expiration date of the Order.

6. If this Order constitutes an Amended Order of Conditions, this Amended Order of Conditions does not extend the issuance date of the original Final Order of Conditions and the Order will expire on 6/10/17 unless extended in writing by the Department.

7. Any fill used in connection with this project shall be clean fill. Any fill shall contain no trash, refuse, rubbish, or debris, including but not limited to lumber, bricks, plaster, wire, lath, paper, cardboard, pipe, tires, ashes, refrigerators, motor vehicles, or parts of any of the foregoing.

8. This Order is not final until all administrative appeal periods from this Order have elapsed, or if such an appeal has been taken, until all proceedings before the Department have been completed.

9. No work shall be undertaken until the Order has become final and then has been recorded in the Registry of Deeds or the Land Court for the district in which the land is located, within the chain of title of the affected property. In the case of recorded land, the Final Order shall also be noted in the Registry's Grantor Index under the name of the owner of the land upon which the proposed work is to be done. In the case of the registered land, the Final Order shall also be noted on the Land Court Certificate of Title of the owner of the land upon which the proposed work is done. The recording information shall be submitted to the Conservation Commission on the form at the end of this Order, which form must be stamped by the Registry of Deeds, prior to the commencement of work.

10. A sign shall be displayed at the site not less than two square feet or more than three square feet in size bearing the words,

"Massachusetts Department of Environmental Protection" [or, "MassDEP"]
"File Number 216-836 "

11. Where the Department of Environmental Protection is requested to issue a Superseding Order, the Conservation Commission shall be a party to all agency proceedings and



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hearings before MassDEP.

12. Upon completion of the work described herein, the applicant shall submit a Request for Certificate of Compliance (WPA Form 8A) to the Conservation Commission.
13. The work shall conform to the plans and special conditions referenced in this order.
14. Any change to the plans identified in Condition #13 above shall require the applicant to inquire of the Conservation Commission in writing whether the change is significant enough to require the filing of a new Notice of Intent.
15. The Agent or members of the Conservation Commission and the Department of Environmental Protection shall have the right to enter and inspect the area subject to this Order at reasonable hours to evaluate compliance with the conditions stated in this Order, and may require the submittal of any data deemed necessary by the Conservation Commission or Department for that evaluation.
16. This Order of Conditions shall apply to any successor in interest or successor in control of the property subject to this Order and to any contractor or other person performing work conditioned by this Order.
17. Prior to the start of work, and if the project involves work adjacent to a Bordering Vegetated Wetland, the boundary of the wetland in the vicinity of the proposed work area shall be marked by wooden stakes or flagging. Once in place, the wetland boundary markers shall be maintained until a Certificate of Compliance has been issued by the Conservation Commission.
18. All sedimentation barriers shall be maintained in good repair until all disturbed areas have been fully stabilized with vegetation or other means. At no time shall sediments be deposited in a wetland or water body. During construction, the applicant or his/her designee shall inspect the erosion controls on a daily basis and shall remove accumulated sediments as needed. The applicant shall immediately control any erosion problems that occur at the site and shall also immediately notify the Conservation Commission, which reserves the right to require additional erosion and/or damage prevention controls it may deem necessary. Sedimentation barriers shall serve as the limit of work unless another limit of work line has been approved by this Order.

****NOTICE OF STORMWATER CONTROL AND MAINTENANCE REQUIREMENTS****

19. The work associated with this Order (the "Project") is subject to the Massachusetts Stormwater Standards.

Special Conditions (if you need more space for additional conditions, please attach a text document):

Special Conditions:



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See attached for Findings and Conditions adopted under the MA Wetlands Protection Act (MGL. Ch. 131 S. 40) & the Medway General Wetlands Protection Bylaw (Article XXI).

1. Is a municipal wetlands bylaw or ordinance applicable? Yes No
2. The Medway Conservation Commission hereby finds (check one that applies):

- a. that the proposed work cannot be conditioned to meet the standards set forth in a municipal ordinance or bylaw, specifically:

1. Municipal Ordinance or Bylaw

2. Citation

Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides measures which are adequate to meet these standards, and a final Order of Conditions is issued.

- b. that the following additional conditions are necessary to comply with a municipal ordinance or bylaw:

Medway General Wetlands Protection Bylaw

Article XXI

1. Municipal Ordinance or Bylaw

2. Citation

3. The Commission orders that all work shall be performed in accordance with the following conditions and with the Notice of Intent referenced above. To the extent that the following conditions modify or differ from the plans, specifications, or other proposals submitted with the Notice of Intent, the conditions shall control.

The special conditions relating to municipal ordinance or bylaw are as follows (if you need more space for additional conditions, attach a text document):

Special Conditions:

See attached for Findings and Conditions adopted under the MA Wetlands Protection Act (MGL. Ch. 131 S. 40) & the Medway General Wetlands Protection Bylaw (Article XXI).



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E. Signatures

This Order is valid for three years, unless otherwise specified as a special condition pursuant to General Conditions #4, from the date of issuance.

Please indicate the number of members who will sign this form.

This Order must be signed by a majority of the Conservation Commission.

The Order must be mailed by certified mail (return receipt requested) or hand delivered to the applicant. A copy also must be mailed or hand delivered at the same time to the appropriate Department of Environmental Protection Regional Office, if not filing electronically, and the property owner, if different from applicant.

6/12/14
1. Date of Issuance
3
2. Number of Signers

Signatures:

David Travallini
David Travallini

Anthony Bicchchi
Anthony Bicchchi

Ken McKay
Ken McKay

Gleam Murphy
Gleam Murphy
Jennifer Bosselman
Jennifer Bosselman

by hand delivery on

Date

by certified mail, return receipt requested, on

Date

6/17/14

F. Appeals

The applicant, the owner, any person aggrieved by this Order, any owner of land abutting the land subject to this Order, or any ten residents of the city or town in which such land is located, are hereby notified of their right to request the appropriate MassDEP Regional Office to issue a Superseding Order of Conditions. The request must be made by certified mail or hand delivery to the Department, with the appropriate filing fee and a completed Request of Departmental Action Fee Transmittal Form, as provided in 310 CMR 10.03(7) within ten business days from the date of issuance of this Order. A copy of the request shall at the same time be sent by certified mail or hand delivery to the Conservation Commission and to the applicant, if he/she is not the appellant.

Any appellants seeking to appeal the Department's Superseding Order associated with this appeal will be required to demonstrate prior participation in the review of this project. Previous participation in the permit proceeding means the submission of written information to the Conservation Commission prior to the close of the public hearing, requesting a Superseding Order, or providing written information to the Department prior to issuance of a Superseding Order.



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The request shall state clearly and concisely the objections to the Order which is being appealed and how the Order does not contribute to the protection of the interests identified in the Massachusetts Wetlands Protection Act (M.G.L. c. 131, § 40), and is inconsistent with the wetlands regulations (310 CMR 10.00). To the extent that the Order is based on a municipal ordinance or bylaw, and not on the Massachusetts Wetlands Protection Act or regulations, the Department has no appellate jurisdiction.

G. Recording Information

This Order of Conditions must be recorded in the Registry of Deeds or the Land Court for the district in which the land is located, within the chain of title of the affected property. In the case of recorded land, the Final Order shall also be noted in the Registry's Grantor Index under the name of the owner of the land subject to the Order. In the case of registered land, this Order shall also be noted on the Land Court Certificate of Title of the owner of the land subject to the Order of Conditions. The recording information on this page shall be submitted to the Conservation Commission listed below.

Medway

Conservation Commission

Detach on dotted line, have stamped by the Registry of Deeds and submit to the Conservation Commission.

To:

Medway

Conservation Commission

Please be advised that the Order of Conditions for the Project at:

157 Main Street

Project Location

216-836

MassDEP File Number

Has been recorded at the Registry of Deeds of:

Norfolk

County

Book

Page

for:

Property Owner

and has been noted in the chain of title of the affected property in:

Book

Page

In accordance with the Order of Conditions issued on:

Date

If recorded land, the instrument number identifying this transaction is:

Instrument Number



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If registered land, the document number identifying this transaction is:

Document Number

Signature of Applicant

Stephen Hansen
157 Main Street
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MEDWAY CONSERVATION COMMISSION
ORDER OF CONDITIONS – PART II
FINDINGS AND CONDITIONS UNDER THE MEDWAY GENERAL
WETLANDS PROTECTION BYLAW (ARTICLE XXI)
PROJECT SITE: 157 Main Street, Map 48 Lot 098
DEP # 216-836
MEDWAY, MASSACHUSETTS
DATE: June 12, 2014

PROJECT APPLICANT: Stephen Hansen

In connection with the Conditions set forth in this Order, the Medway Conservation Commission (the “Commission”) makes the following FINDINGS:

- A. The proposed project consists of (a) construction of addition to an existing day care facility approximately 38’ x 52’, (b) installation of stormwater management system, (c) installation of dry well, (d) removal of catch basin and drainage, and (e) mitigation measures for removal of fill, trash, and other materials from the 30’-100’ Buffer Zone.
- B. All existing structures, including the single family home converted to commercial day care, parking facility, and natural areas are within the buffer zone to Bordering Vegetated Wetland.
- C. Submitted documents consist of (a) “Notice of Intent” by Joseph Sullivan, dated April 25, 2014, (b) site plan titled, “Site Plan of Land in Medway, MA”, dated April 29, 2014, revised May 22, 2014 and May 30, 2014 by Joseph Sullivan of Sullivan Surveying Company, LLC and (c) Stormwater Management Report 157 Main Street, Medway, MA, dated May 22, 2014 and revised May 30, 2014.
- D. The Commission hereby finds that the work proposed to construct an addition to the existing day care facility is within the 50’ -100’ which will be constructed outside the 25-foot no alteration zone. The Commission finds that the work can be conditioned to protect the Interests of the MA Wetlands Protection Act and the Medway General Wetlands Protection Bylaw. In addition, the applicant has proposed mitigation in the form of removal of catch basin and discharge of stormwater which has caused erosion of slope, installation of infiltration basin and dry wells for proper stormwater management for the site, and removal of fill from the buffer zone. The Commission further finds that the applicant has presented evidence sufficient to demonstrate that the proposed activity will not cause alteration to the wetland resource during or after construction.
- E. Additionally, the Medway Conservation Commission finds that the following conditions are necessary in order to protect the wetland resource for the duration of this proposed project. The Commission orders that all work shall be performed in accordance with said conditions and with the Notice of Intent referenced in the Special Conditions, section of this Order. To the extent that the following conditions modify or differ from the plans, specifications or other proposals submitted with the Notice of Intent, the conditions shall control.

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F. Following review of the above-referenced Notice of Intent and based on the information provided in this application and presented at the public hearing, this Commission finds that the area in which work is proposed is significant to the following interests of the Medway Wetlands By-Law:

1. Private Water Supply
2. Groundwater Supply
3. Flood Control
4. Storm Damage Prevention
5. Prevention of Pollution
6. Protection of Flora and Fauna and their Habitats
7. Erosion Prevention

G. Furthermore, the Medway Conservation Commission hereby finds that the proposed project is:

Approved, subject to the findings and conditions contained herein.

- A. The Medway Conservation Commission based its decision to approve the proposed project upon the information provided in the Notice of Intent referenced in the WPA Form 5 – Order of Conditions (“Part I”) issued concomitantly with this Part II OOC for the project, together with all of its contents and attachments, including the plans and documents identified in Part I, Sec. A, para. 8, the findings and conditions contained in this Part II, and the information presented and discussed at the public hearing.
- B. The Medway Conservation Commission further finds the following:
1. Wetland Resource Areas and Boundaries: The site contains the following wetland resource areas protected by the Massachusetts Wetlands Protection Act and the Medway Wetlands By-Law:
 - i. 25'-100' Buffer zone
 2. Additional General Findings:
 - i. This Order protects the interests specified in the Wetlands Protection Act and the Medway Wetlands By-Law. The Wetland resource areas on the lot are identified on the Plan.
 - ii. The Commission accepts the resource areas as depicted on the above-referenced Plan and as described in the Notice of Intent Project Narrative.
 3. Wildlife Habitat: The Commission finds that the project areas is not within an estimated habitat for state-listed rare wetland wildlife as depicted on the most recent Estimated Habitat Map provided by the Natural Heritage and Endangered Species Program. The Commission

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further finds that the project is not within an Area of Critical Environmental Concern.

4. Stormwater Management: The Commission finds that the project is subject to the Department of Environmental Protection's Stormwater regulation and policy.

In addition to the General Conditions and Findings stated in Parts I and II of the Order of Conditions for this project, the General and Special Conditions below are necessary to comply with the Medway Wetlands By-Law and the Medway Conservation Commission Regulations as well as the Wetlands Protection Act and regulations.

GENERAL CONDITIONS:

- 1) All work shall be performed in accordance with the General and Special Conditions in Parts I and II of this Order, and in accordance with the Plans referenced in Part I, sec. A, para. 8, the Notice of Intent and its attached and additional materials, and the Notice of Intent Project Narrative.
- 2) To the extent that the following special conditions modify or differ from the Plans, specifications, or other proposals submitted with the Notice of Intent or the Notice of Intent Project Narrative, the Special Conditions shall control.

SPECIAL CONDITIONS:

- 1) Prior to the commencement of work erosion controls shall be installed and inspected by the Conservation Commission and/or its Agent. The Conservation Commission reserves the right to require additional erosion and/or damage prevention controls it may deem necessary
- 2) Erosion and sediment controls shall be installed prior to construction and shall remain in place until such time as the Commission approves their removal, erosion and sediment controls shall be installed in accordance with drawings titled, plan titled, "Site Plan of Land in Medway, MA", dated April 29, 2014, revised May 22, 2014 and May 30, 2014 by Joseph Sullivan of Sullivan Surveying Company, LLC. The erosion controls will consist of straw bales and trenched siltation fencing.
- 3) Additional erosion controls shall be installed in the form of filter fabric in all catch basins on site. Filter fabric must be changed out when full of sediment and not to allow for over filling of fabric. This must be done with two persons, so not to drop into catch basin when changing or removing.
- 4) The applicant shall follow the plans and documents titled, "Site Plan of Land in Medway, MA", dated April 29, 2014, revised May 22, 2014 and May 30, 2014 by Joseph Sullivan of Sullivan Surveying Company, LLC shall be followed and all

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portions of the documents titled, and document titled, "Stormwater Management Report 157 Main Street, Medway, MA", dated May 22, 2014 and revised May 30, 2014

- 5) All excavated materials must be removed from the site on the same day of excavation, any materials stored on site must be surrounded with proper erosion control within 24 hours of stockpiling.
- 6) The Conservation commission reserves the right to impose additional conditions on portions of this project to mitigate any impacts which could result from site erosion, or any noticeable degradation of surface water quality discharging from the site.
- 7) The work shall be conducted so that there will be no erosion and sedimentation into wetlands and surface waters during or after construction.
- 8) Once the site is stabilized to the satisfaction of the Commission, all fabric sedimentation fencing and other required erosion controls shall be removed and properly disposed of.
- 9) All impervious surfaces are to be swept clean at the end of each workday.
- 10) All fill along the slope within the 100' buffer zone shall be removed to the previous grade and properly stabilized using conservation/wildlife seed mix or other comparable mix approved by the Commission and/or the Agent. Erosion control blankets shall be laid over seed until the slope is stabilized.
- 11) Catch basin, grate and headwall must be removed and this area shall be retained to natural buffer zone by applying conservation/wildlife seed mix or other comparable mix approved by the Commission and/or the Agent. Erosion control blankets shall be laid over seed until the slope is stabilized.
- 12) Snow removal shall be restricted to the front portion of the property along Main Street, this condition shall remain in perpetuity.

Stormwater Management

- 13) The following site plan titled, plan titled, "Site Plan of Land in Medway, MA", dated April 29, 2014, revised May 22, 2014 and May 30, 2014 by Joseph Sullivan of Sullivan Surveying Company, LLC shall be followed and all portions of the documents titled, and document titled, "Stormwater Management Report 157 Main Street, Medway, MA", dated May 22, 2014 and revised May 30, 2014 must be followed and implemented as described. The conditions shall remain in perpetuity.

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- 14) All Stormwater best management practices shall be maintained and inspected as specified in the Operation and Maintenance Plan submitted with the Notice of Intent and incorporated in the Order of Conditions.
- 15) The infiltration basin in the wetland buffer zone utilized for storm water retention and recharge shall be monitored for sedimentation, in order to determine, if storm water treatment, system maintenance are sufficient. Rip Rap shall be inspected on a regular basis and cleaned of sediments according to the Operation and Maintenance Plan within the document titled, "Stormwater Management Report 157 Main Street, Medway, MA", dated May 22, 2014 and revised May 30, 2014. This condition shall remain in perpetuity,
- 16) All conditions of the Medway Planning Board must be met.
- 17) Operation and Maintenance reports for all stormwater management systems shall be sent annually to the Medway Conservation Commission. This conditions shall remain in perpetuity.

Administrative

- 18) This Order of Conditions becomes final ten (10) business days after the issuance date if no authorized person has requested the Department of Environmental Protection to issue a Superseding Order of Conditions. The issuance date of the Order is the date specified on page 2 of Part I-WPA Form 5 of this Order.
- 19) Before commencement of work and after ten (10) business days from the issuance date have elapsed, this Order of Conditions must be recorded at the Middlesex County Registry of Deeds or Land Court as provided in Part I-WPA Form 5, sec. C, para. 8. The recording will be executed by and through the Commission's Agent. The Agent will notify the applicant of the recording fee. When the Commission has received the check for the appropriate amount, the Agent will arrange for the Order of Conditions to be recorded.
- 20) If any permit, license or approval by any other municipal agency, board or commission is withdrawn, obtained or reversed and the construction work is to be altered or changed from the plans filed with the Commission, the applicant shall notify the Commission in writing. Such notice shall be addressed to the Chair and submitted prior to any work commencing on the project. If the Commission determines that the changes or alterations are significant, the Commission, by majority vote, may require a new Notice of Intent or a modification of the existing Order of Conditions. The Medway Conservation Commission considers that any errors in the plans or information submitted by the applicant are changes and, as such, requires application of the foregoing procedures.
- 21) With respect to all conditions, the "Commission" shall include an Agent of the Commission, which may be a Commission Member, the Conservation Agent, or a

Stephen Hansen
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person specifically hired by the Commission to administer and enforce this Order, except where action by the Commission acting as a body is required by law.

- 22) Members and agents of the Commission shall have the right to enter and inspect the premises to evaluate compliance with this Order, and the Commission may require submittal of any information deemed necessary by the Commission for that evaluation.
- 23) A copy of this Order shall be included in all construction contracts and subcontracts dealing with the work proposed, and this Order shall supersede all contract requirements.
- 24) A copy of this Order shall be provided to the project supervisor and shall be available on the site at all times during construction, until completion.

Erosion Control

- 25) For the duration of the project, the construction supervisor shall conduct daily inspections to evaluate the need for erosion control and/or stabilization. If such measures are indicated, the applicant or their agent shall immediately notify the Commission and shall install sediment control measures as directed by the Commission.
- 26) Immediately after installation of erosion control measures and any dewatering areas, but before any other work occurs the Commission shall be notified in order to conduct a follow-up inspection to ensure that erosion controls and limits of work lines have been properly installed. No work shall be conducted in any jurisdictional area of the site until the Commission has inspected and approved the installation of the erosion controls.
- 27) During restoration, disturbed areas will be kept to a minimum and vegetative stabilization of these areas will occur as soon as possible.
- 28) Erosion controls and limit of work lines shall be installed as proposed in the Notice of Intent with minimal disturbance to vegetation. Where possible, erosion controls should go *around* trees, shrubs, and other vegetation.
- 29) It shall be the responsibility of the applicant and his successors to conduct monitoring, maintenance, and repair of erosion control measures such that wetland impacts do not occur. The erosion control measures designated on the site plans and described in this Order of Conditions shall be considered a minimum standard for compliance.
- 30) The areas of construction shall remain in a condition that is protected by erosion control devices at the close of each construction day. Erosion controls shall be inspected daily and, as necessary, promptly repaired, reinforced, or replaced.
- 31) Prior to any work within the 100-foot Buffer Zone, erosion control barriers shall be placed with a sediment barrier as shown on the plan referenced in Part I, sec. A, para. 8. During construction, the construction supervisor shall conduct daily

Stephen Hansen
157 Main Street
DEP File No. 216-836

inspections, and inspections after every storm event, to ensure that soil erosion and sediment control features are installed properly, evaluate the need for additional erosion controls, and shall remove accumulated sediments, as needed, but, at the least, whenever six inches of sediment collects or is deposited along erosion control barriers.

Pre-Construction Requirements

- 32) It is the responsibility of the applicant, owner and/or successor(s) to ensure that all conditions of this Order of Conditions (Order) are complied with. The project engineer and contractors are to be provided with a copy of this Order and referenced documents before commencement of construction.
- 33) The contractor employed to conduct construction activities at the site shall be provided a copy of this Order. Said contractor and the owner can be held jointly responsible for any violation of this Order.
- 34) The applicant shall hold a pre-construction meeting with the person responsible for work at the project site, in order to review the conditions of this Order and to assure understanding and compliance.
- 35) The limits of work depicted on the plan must be clearly marked in the field prior to commencement of construction. The erosion control barrier shall serve as a work limit line for this project. Under no circumstances is any work allowed to take place on the wetland resource area side of the barrier.

Construction

- 36) All equipment shall be inspected regularly for leaks. Any leaking hydraulic or other fluid lines, cylinders, containers of any kind, or any other components shall be repaired immediately.
- 37) Equipment for fuel storage and refueling operations shall be located in an upland area greater than 100 feet from the Bordering Vegetated Wetland.
- 38) If soils are to be disturbed for longer than two months, a temporary cover of rye or other grass shall be established to prevent erosion and sedimentation. If the season is not appropriate for plant growth, exposed surfaces shall be stabilized by other appropriate erosion control measures, firmly anchored, to prevent soils from being washed by rain or flooding.
- 39) All stockpiles of soils existing for more than one day shall be surrounded by a row of staked straw bales or entrenched silt fence, and shall be covered.
- 40) Dewatering activities shall be conducted in accordance with best management practices and with a plan to be submitted for Commission approval prior to any activity on the site. Dewatering activities shall be monitored daily to ensure that sediment laden water is not discharged toward the wetland resource areas. No discharge of water is allowed directly or indirectly into an area subject to jurisdiction of the Wetlands Protection Act. If emergency dewatering requirements arise, the applicant shall submit a contingency plan to the

Stephen Hansen
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Commission for approval, which provides for the pumped water to be contained in a settling basin, to adequately reduce turbidity prior to discharge into a resource area of Buffer Zone. Additional monitoring requirements may be imposed on any such discharge approved, to ensure adequacy of the sediment removal measures.

- 41) All exposed soil finish grade surfaces shall be immediately landscaped and stabilized, or loamed, seeded or mulched with a layer of mulch hay or stabilized with proposed treatments as indicated on the approved plans. Where necessary, the loam and seeding shall be held in place with jute netting. Outside of the growing season, exposed soil finish grade surfaces shall be stabilized with a layer of mulch hay until climate conditions allow for seeding. During construction, any area of exposed soils that will be left idle for more than 30 days shall be stabilized with a layer of mulch hay or other means approved by the Conservation Commission. Temporary stabilization methods include, but not be limited to, hydro-seeding, straw mats, jute netting, sod or other Commission-approved method.
- 42) Erosion controls devices shall remain in place and properly functioning until all exposed soils have been stabilized with final vegetative cover and the Commission has authorized their removal.
- 43) Site grading and construction in areas of potential inundation shall be scheduled to avoid periods of heavy rainfall. Once begun, grading and construction shall move uninterrupted to completion to avoid erosion and siltation of the wetlands. No disturbed areas or stockpiled material will be left unprotected or without erosion controls during the winter.
- 44) Landscaping within resource areas or buffer zones shall not include exotic invasive species identified on the most current listing of the Massachusetts Division of Fisheries and Wildlife.

Post-Construction

- 45) Upon completion of the project, the applicant shall submit the following to the Commission:
 - (1) A completed Request for a Certificate of Compliance (“COC”) (WPA Form 8a or other form if required by the Conservation Commission at the time of request) and associated fee.
 - (2) A letter from a Registered Professional Engineer or certified wetlands specialist certifying compliance of the property with this Order of Conditions, and detailing any deviations that exist, and their potential for adverse impact on wetland resource areas and buffer zones. Said certification shall also include a statement that the work is in “substantial compliance” with Parts I and II of the Order of Conditions.
 - (3) Post-construction photographs demonstrating compliance with this Order, including established vegetation where required.

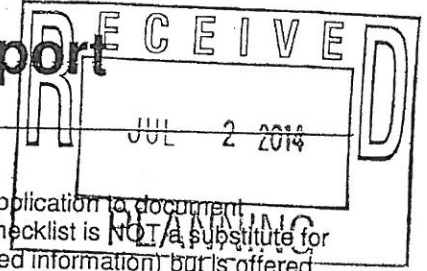
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- (4) An "As-Built" plan signed and stamped by a Registered Professional Engineer or Land Surveyor showing post-construction conditions within all areas under the jurisdiction of the Commission by virtue of the Massachusetts Wetlands Protection Act and the Medway Wetlands Protection By-Law. This plan shall include at a minimum:
 - (a) All wetland resource area boundaries with associated Buffer Zones and regulatory setback areas taken from the plan(s) approved in the Order of Conditions;
 - (b) Distance(s) from any structures constructed under this Order to wetland resource areas and buffer zones: the term "structures" shall include, but not be limited to, all buildings, septic systems components, wells, utility lines, fences, retaining walls, and roads/driveways.
 - (c) A line delineating the limit of work actually performed- "work" includes any filling, excavating and/or disturbance of soils or vegetation under this Order.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands Program

Checklist for Stormwater Report



A. Introduction

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A Stormwater Report must be submitted with the Notice of Intent permit application to document compliance with the Stormwater Management Standards. The following checklist is NOT a substitute for the Stormwater Report (which should provide more substantive and detailed information) but is offered here as a tool to help the applicant organize their Stormwater Management documentation for their Report and for the reviewer to assess this information in a consistent format. As noted in the Checklist, the Stormwater Report must contain the engineering computations and supporting information set forth in Volume 3 of the Massachusetts Stormwater Handbook. The Stormwater Report must be prepared and certified by a Registered Professional Engineer (RPE) licensed in the Commonwealth.

The Stormwater Report must include:

- The Stormwater Checklist completed and stamped by a Registered Professional Engineer (see page 2) that certifies that the Stormwater Report contains all required submittals.¹ This Checklist is to be used as the cover for the completed Stormwater Report.
- Applicant/Project Name
- Project Address
- Name of Firm and Registered Professional Engineer that prepared the Report
- Long-Term Pollution Prevention Plan required by Standards 4-6
- Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan required by Standard 8²
- Operation and Maintenance Plan required by Standard 9

In addition to all plans and supporting information, the Stormwater Report must include a brief narrative describing stormwater management practices, including environmentally sensitive site design and LID techniques, along with a diagram depicting runoff through the proposed BMP treatment train. Plans are required to show existing and proposed conditions, identify all wetland resource areas, NRCS soil types, critical areas, Land Uses with Higher Potential Pollutant Loads (LUHPPL), and any areas on the site where infiltration rate is greater than 2.4 inches per hour. The Plans shall identify the drainage areas for both existing and proposed conditions at a scale that enables verification of supporting calculations.

As noted in the Checklist, the Stormwater Management Report shall document compliance with each of the Stormwater Management Standards as provided in the Massachusetts Stormwater Handbook. The soils evaluation and calculations shall be done using the methodologies set forth in Volume 3 of the Massachusetts Stormwater Handbook.

To ensure that the Stormwater Report is complete, applicants are required to fill in the Stormwater Report Checklist by checking the box to indicate that the specified information has been included in the Stormwater Report. If any of the information specified in the checklist has not been submitted, the applicant must provide an explanation. The completed Stormwater Report Checklist and Certification

¹ The Stormwater Report may also include the Illicit Discharge Compliance Statement required by Standard 10. If not included in the Stormwater Report, the Illicit Discharge Compliance Statement must be submitted prior to the discharge of stormwater runoff to the post-construction best management practices.

² For some complex projects, it may not be possible to include the Construction Period Erosion and Sedimentation Control Plan in the Stormwater Report. In that event, the issuing authority has the discretion to issue an Order of Conditions that approves the project and includes a condition requiring the proponent to submit the Construction Period Erosion and Sedimentation Control Plan before commencing any land disturbance activity on the site.

B. Stormwater Checklist and Certification



Checklist for Stormwater Report

The following checklist is intended to serve as a guide for applicants as to the elements that ordinarily need to be addressed in a complete Stormwater Report. The checklist is also intended to provide conservation commissions and other reviewing authorities with a summary of the components necessary for a comprehensive Stormwater Report that addresses the ten Stormwater Standards.

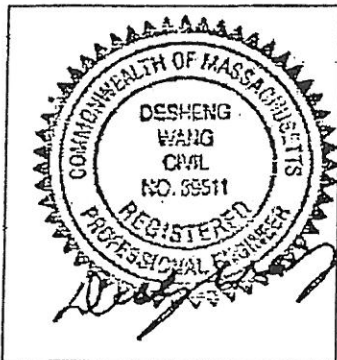
Note: Because stormwater requirements vary from project to project, it is possible that a complete Stormwater Report may not include information on some of the subjects specified in the Checklist. If it is determined that a specific item does not apply to the project under review, please note that the item is not applicable (N.A.) and provide the reasons for that determination.

A complete checklist must include the Certification set forth below signed by the Registered Professional Engineer who prepared the Stormwater Report.

Registered Professional Engineer's Certification

I have reviewed the Stormwater Report, including the soil evaluation, computations, Long-term Pollution Prevention Plan, the Construction Period Erosion and Sedimentation Control Plan (if included), the Long-term Post-Construction Operation and Maintenance Plan, the Illicit Discharge Compliance Statement (if included) and the plans showing the stormwater management system, and have determined that they have been prepared in accordance with the requirements of the Stormwater Management Standards as further elaborated by the Massachusetts Stormwater Handbook. I have also determined that the information presented in the Stormwater Checklist is accurate and that the information presented in the Stormwater Report accurately reflects conditions at the site as of the date of this permit application.

Registered Professional Engineer Block and Signature



Signature and Date

7/1/2014

Checklist

Project Type: Is the application for new development, redevelopment, or a mix of new and redevelopment?

- New development
- Redevelopment
- Mix of New Development and Redevelopment

Checklist (continued)



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands Program

Checklist for Stormwater Report

LID Measures: Stormwater Standards require LID measures to be considered. Document what environmentally sensitive design and LID Techniques were considered during the planning and design of the project:

- No disturbance to any Wetland Resource Areas
- Site Design Practices (e.g. clustered development, reduced frontage setbacks)
- Reduced Impervious Area (Redevelopment Only)
- Minimizing disturbance to existing trees and shrubs
- LID Site Design Credit Requested:
 - Credit 1 pervious paving in the front
 - Credit 2 grass swale combined with infiltration in the bottom
 - Credit 3
- Use of "country drainage" versus curb and gutter conveyance and pipe
- Bioretention Cells (includes Rain Gardens)
- Constructed Stormwater Wetlands (includes Gravel Wetlands designs).
- Treebox Filter:
- Water Quality Swale
- Grass Channel
- Green Roof
- Other (describe): _____

Standard 1: No New Untreated Discharges

- No new untreated discharges
- Outlets have been designed so there is no erosion or scour to wetlands and waters of the Commonwealth*
- Supporting calculations specified in Volume 3 of the Massachusetts Stormwater Handbook included.

Checklist (continued)



Checklist for Stormwater Report

Standard 2: Peak Rate Attenuation

- Standard 2 waiver requested because the project is located in land subject to coastal storm flowage and stormwater discharge is to a wetland subject to coastal flooding.
- Evaluation provided to determine whether off-site flooding increases during the 100-year 24-hour storm.
- Calculations provided to show that post-development peak discharge rates do not exceed pre-development rates for the 2-year and 10-year 24-hour storms. If evaluation shows that off-site flooding increases during the 100-year 24-hour storm, calculations are also provided to show that post-development peak discharge rates do not exceed pre-development rates for the 100-year 24-hour storm.

Standard 3: Recharge

- Soil Analysis provided.
- Required Recharge Volume calculation provided.
- Required Recharge volume reduced through use of the LID site Design Credits.
- Sizing the infiltration, BMPs is based on the following method: Check the method used.
 - Static
 - Simple Dynamic
 - Dynamic Field¹
- Runoff from all impervious areas at the site discharging to the infiltration BMP.
- Runoff from all impervious areas at the site is *not* discharging to the infiltration BMP and calculations are provided showing that the drainage area contributing runoff to the infiltration BMPs is sufficient to generate the required recharge volume.
- Recharge BMPs have been sized to infiltrate the Required Recharge Volume.
- Recharge BMPs have been sized to infiltrate the Required Recharge Volume *only* to the maximum extent practicable for the following reason:
 - Site is comprised solely of C and D soils and/or bedrock at the land surface
 - M.G.L. c. 21E sites pursuant to 310 CMR 40.0000
 - Solid Waste Landfill pursuant to 310 CMR 19.000
 - Project is otherwise subject to Stormwater Management Standards only to the maximum extent practicable.
- Calculations showing that the infiltration BMPs will drain in 72 hours are provided.
- Property includes a M.G.L. c. 21E site or a solid waste landfill and a mounding analysis is included.

¹ 80% TSS removal is required prior to discharge to infiltration BMP if Dynamic Field method is used.

Checklist (continued)



Checklist for Stormwater Report

Standard 3: Recharge (continued)

- The infiltration BMP is used to attenuate peak flows during storms greater than or equal to the 10-year 24-hour storm and separation to seasonal high groundwater is less than 4 feet and a mounding analysis is provided.
- Documentation is provided showing that infiltration BMPs do not adversely impact nearby wetland resource areas.

Standard 4: Water Quality

The Long-Term Pollution Prevention Plan typically includes the following:

- Good housekeeping practices;
 - Provisions for storing materials and waste products inside or under cover;
 - Vehicle washing controls;
 - Requirements for routine inspections and maintenance of stormwater BMPs;
 - Spill prevention and response plans;
 - Provisions for maintenance of lawns, gardens, and other landscaped areas;
 - Requirements for storage and use of fertilizers, herbicides, and pesticides;
 - Pet waste management provisions;
 - Provisions for operation and management of septic systems;
 - Provisions for solid waste management;
 - Snow disposal and plowing plans relative to Wetland Resource Areas;
 - Winter Road Salt and/or Sand Use and Storage restrictions;
 - Street sweeping schedules;
 - Provisions for prevention of illicit discharges to the stormwater management system;
 - Documentation that Stormwater BMPs are designed to provide for shutdown and containment in the event of a spill or discharges to or near critical areas or from LUHPPL;
 - Training for staff or personnel involved with implementing Long-Term Pollution Prevention Plan;
 - List of Emergency contacts for implementing Long-Term Pollution Prevention Plan.
- A Long-Term Pollution Prevention Plan is attached to Stormwater Report and is included as an attachment to the Wetlands Notice of Intent.
 - Treatment BMPs subject to the 44% TSS removal pretreatment requirement and the one inch rule for calculating the water quality volume are included, and discharge:
 - is within the Zone II or Interim Wellhead Protection Area
 - is near or to other critical areas
 - is within soils with a rapid infiltration rate (greater than 2.4 inches per hour)
 - involves runoff from land uses with higher potential pollutant loads.
 - The Required Water Quality Volume is reduced through use of the LID site Design Credits.
 - Calculations documenting that the treatment train meets the 80% TSS removal requirement and, if applicable, the 44% TSS removal pretreatment requirement, are provided.

Checklist (continued)



Checklist for Stormwater Report

Standard 4: Water Quality (continued)

- The BMP is sized (and calculations provided) based on:
 - The ½" or 1" Water Quality Volume or
 - The equivalent flow rate associated with the Water Quality Volume and documentation is provided showing that the BMP treats the required water quality volume.
- The applicant proposes to use proprietary BMPs, and documentation supporting use of proprietary BMP and proposed TSS removal rate is provided. This documentation may be in the form of the propriety BMP checklist found in Volume 2, Chapter 4 of the Massachusetts Stormwater Handbook and submitting copies of the TARP Report, STEP Report, and/or other third party studies verifying performance of the proprietary BMPs.
- A TMDL exists that indicates a need to reduce pollutants other than TSS and documentation showing that the BMPs selected are consistent with the TMDL is provided.

Standard 5: Land Uses With Higher Potential Pollutant Loads (LUHPPLs)

- The NPDES Multi-Sector General Permit covers the land use and the Stormwater Pollution Prevention Plan (SWPPP) has been included with the Stormwater Report.
- The NPDES Multi-Sector General Permit covers the land use and the SWPPP will be submitted *prior to* the discharge of stormwater to the post-construction stormwater BMPs.
- The NPDES Multi-Sector General Permit does *not* cover the land use.
- LUHPPLs are located at the site and industry specific source control and pollution prevention measures have been proposed to reduce or eliminate the exposure of LUHPPLs to rain, snow, snow melt and runoff, and been included in the long term Pollution Prevention Plan.
- All exposure has been eliminated.
- All exposure has *not* been eliminated and all BMPs selected are on MassDEP LUHPPL list.
- The LUHPPL has the potential to generate runoff with moderate to higher concentrations of oil and grease (e.g. all parking lots with >1000 vehicle trips per day) and the treatment train includes an oil grit separator, a filtering bioretention area, a sand filter or equivalent.

Standard 6: Critical Areas

- The discharge is near or to a critical area and the treatment train includes only BMPs that MassDEP has approved for stormwater discharges to or near that particular class of critical area.
- Critical areas and BMPs are identified in the Stormwater Report.

Not in critical areas

Checklist (continued)



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands Program

Checklist for Stormwater Report

Standard 7: Redevelopments and Other Projects Subject to the Standards only to the maximum extent practicable

- The project is subject to the Stormwater Management Standards only to the maximum Extent Practicable as a:
- Limited Project
 - Small Residential Projects: 5-9 single family houses or 5-9 units in a multi-family development provided there is no discharge that may potentially affect a critical area.
 - Small Residential Projects: 2-4 single family houses or 2-4 units in a multi-family development with a discharge to a critical area
 - Marina and/or boatyard provided the hull painting, service and maintenance areas are protected from exposure to rain, snow, snow melt and runoff
 - Bike Path and/or Foot Path
 - Redevelopment Project
 - Redevelopment portion of mix of new and redevelopment.
- Certain standards are not fully met (Standard No. 1, 8, 9, and 10 must always be fully met) and an explanation of why these standards are not met is contained in the Stormwater Report.
- The project involves redevelopment and a description of all measures that have been taken to improve existing conditions is provided in the Stormwater Report. The redevelopment checklist found in Volume 2 Chapter 3 of the Massachusetts Stormwater Handbook may be used to document that the proposed stormwater management system (a) complies with Standards 2, 3 and the pretreatment and structural BMP requirements of Standards 4-6 to the maximum extent practicable and (b) improves existing conditions.

Standard 8: Construction Period Pollution Prevention and Erosion and Sedimentation Control

A Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan must include the following information:

- Narrative;
 - Construction Period Operation and Maintenance Plan;
 - Names of Persons or Entity Responsible for Plan Compliance;
 - Construction Period Pollution Prevention Measures;
 - Erosion and Sedimentation Control Plan Drawings;
 - Detail drawings and specifications for erosion control BMPs, including sizing calculations;
 - Vegetation Planning;
 - Site Development Plan;
 - Construction Sequencing Plan;
 - Sequencing of Erosion and Sedimentation Controls;
 - Operation and Maintenance of Erosion and Sedimentation Controls;
 - Inspection Schedule;
 - Maintenance Schedule;
 - Inspection and Maintenance Log Form.
- A Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan containing the information set forth above has been included in the Stormwater Report.

Checklist (continued)



Checklist for Stormwater Report

Standard 8: Construction Period Pollution Prevention and Erosion and Sedimentation Control (continued)

- The project is highly complex and information is included in the Stormwater Report that explains why it is not possible to submit the Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan with the application. A Construction Period Pollution Prevention and Erosion and Sedimentation Control has **not** been included in the Stormwater Report but will be submitted **before** land disturbance begins.
- The project is **not** covered by a NPDES Construction General Permit.
- The project is covered by a NPDES Construction General Permit and a copy of the SWPPP is in the Stormwater Report.
- The project is covered by a NPDES Construction General Permit but no SWPPP been submitted. The SWPPP will be submitted BEFORE land disturbance begins.

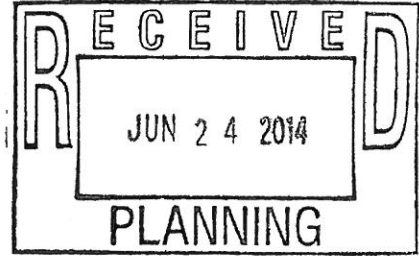
Standard 9: Operation and Maintenance Plan

- The Post Construction Operation and Maintenance Plan is included in the Stormwater Report and includes the following information:
 - Name of the stormwater management system owners;
 - Party responsible for operation and maintenance;
 - Schedule for implementation of routine and non-routine maintenance tasks;
 - Plan showing the location of all stormwater BMPs maintenance access areas;
 - Description and delineation of public safety features;
 - Estimated operation and maintenance budget; and
 - Operation and Maintenance Log Form.
- The responsible party is **not** the owner of the parcel where the BMP is located and the Stormwater Report includes the following submissions:
 - A copy of the legal instrument (deed, homeowner's association, utility trust or other legal entity) that establishes the terms of and legal responsibility for the operation and maintenance of the project site stormwater BMPs;
 - A plan and easement deed that allows site access for the legal entity to operate and maintain BMP functions.

Standard 10: Prohibition of Illicit Discharges

- The Long-Term Pollution Prevention Plan includes measures to prevent illicit discharges;
- An Illicit Discharge Compliance Statement is attached;
- NO Illicit Discharge Compliance Statement is attached but will be submitted **prior to** the discharge of any stormwater to post-construction BMPs.

(Page 1 of 2)
Please Return To:
Theodore Goguen, Esq.
PO Box 390918
Cambridge, MA 02139



QUITCLAIM DEED

We, MICHAEL R. BUXBAUM and JEANNIE M. BUXBAUM, husband and wife, both of Medway, Massachusetts,

For consideration paid and in full consideration of Three Hundred Forty-Five Thousand (\$345,000.00) Dollars,

Grant to 157 MAIN STREET REALTY LLC, a Massachusetts limited liability company with its principal office located at 175 Main Street, Medway, Massachusetts 02053,

WITH QUITCLAIM COVENANTS:

The land in Medway with the buildings thereon situated on the southerly side of Main Street and being shown as Lot 1 on a Plan entitled "Plan of Land in Medway, Mass. Prepared for David A. & Joan T. Topham Scale: 1 Inch = 30 Feet, Clayton T. Ryan, Jr., P.L.S., Franklin, Mass." dated May 30, 1987, said plan being recorded in Norfolk Registry of Deeds in Book 8067, Page 204, bounded and described as follows:

- NORTHERLY: by Main Street on said Plan, one hundred sixty and 81/100 (160.81) feet;
- EASTERLY: by Lot 2 on said Plan two hundred twelve and 75/100 (212.75) feet;
- SOUTHERLY: by land of Footwear Associated Products, Incorporated on said Plan, in five courses together measuring one hundred ninety-eight and 83/100 (198.83) feet; and
- WESTERLY: by land of Walter B. and Florence A. Greene on said Plan, about one hundred sixty-two and 46/100 (162.46) feet.

Property Address: 157 Main Street, Medway, Massachusetts 02053

MASSACHUSETTS STATE EXCISE TAX
Norfolk Registry of Deeds
Date: 06-17-2013 @ 10:15am
Ct1#: 503 Doc#: 70974
Fee: \$1,573.20 Cons: \$345,000.00

WILLIAM P. O'DONNELL, REGISTER
NORFOLK COUNTY REGISTRY OF DEEDS
RECEIVED & RECORDED ELECTRONICALLY

Said Lot 1 contains 33,110 square feet of land according to said Plan.

Together with the right to use for the purposes of egress and ingress to and from said Lot 1 herein conveyed to Evergreen Street, a strip of land 20.00 feet wide over Lot 2 and shown on Plan as "20.00' Wide Right of Way".

The right of way shall cease whenever the grantee, its successors and assigns uses Lot 1 for any purpose other than a School, Day Care or Professional Building.

For Grantors' title, see Deed of Robert D. Buxbaum and Susan Buxbaum dated June 1, 2005 and recorded with the Norfolk County Registry of Deeds in Book 22468, Page 569.

WITNESS our hands and seals this 17 day of June, 2013.

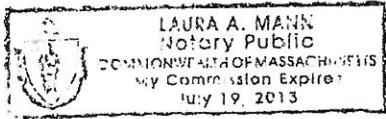
[Signature]
MICHAEL R. BUXBAUM

[Signature]
JEANNIE M. BUXBAUM

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss

On this 17 day of June, 2013, before me, the undersigned notary public, personally appeared MICHAEL R. BUXBAUM and JEANNIE M. BUXBAUM, proved to me through satisfactory evidence of identification, which was Mass. ID, to be the persons whose names are signed on the within document, and acknowledged that they signed it voluntarily for its stated purpose.



[Signature]
Notary Public: Laura A. Mann
My Commission Expires: 7/19/13



Medway Police Department

315 Village Street
Medway, MA 02053

Phone: 508-533-3212
FAX: 508-533-3216
Emergency: 911

Allen M. Tingley
Chief of Police

July 7, 2014

To: Medway Planning Board

From: Jeffrey W. Watson
Sergeant/Safety Officer
Medway Police Department

Ref: The Learning Tree Daycare and Pre School, 157 Main Street Medway, MA 02053

I spoke with Lauren and Anthony Nigro, the owners of the Learning Tree Daycare and Pre School located at 157 Main Street. I was advised that they are going through the process of putting on an addition to the building. They requested our recommendation on vehicular traffic in and out of the property.

It would be the recommendation of the Medway Police Department that vehicles should enter from the Evergreen Street entrance and exit onto Main Street. We would also recommend that there be a right hand turn only when exiting.

Tetra Tech One Grant Street Framingham, MA 01701		
Project Cumberland Farms	Date 04-27-14	Report No. 01
Location Milford St. (Rt. 109)/Summer St. (Rt. 126)	Project No. 143-21583-14007	Sheet 1 of 2
Contractor Highland Development Kevin Leverone	Weather A.M. P.M. CLOUDY	Temperature A.M. P.M. 50°

FIELD OBSERVATIONS

On Tuesday, April 27, 2014 Steve Bouley from Tetra Tech (Tt) visited the project site to inspect erosion control and the current condition of the site. The following observations were made:

I. Observations

- A. A straw wattle erosion control barrier and construction fence has been placed around the perimeter of the project site per plan.
- B. A stabilized construction entrance has been installed in the northeasterly portion of the site to allow access for construction vehicles on to Rt. 109. This is not located as shown on the plan but is located accordingly as the proposed location along Rt. 109 is much higher in elevation than roadway grade at the time of inspection.
- C. The site contractor is clearing, stripping and removing topsoil and relocating ledge boulders on site to be hammered by hoe-ram to suitable size for rock crushing. Topsoil was being exported off-site with trailer (18-wheel) dump trucks.
- D. Blasting drill rig and rubber tire mats stockpiled on site in preparation for blasting next week.

CONTRACTOR'S FORCE AND EQUIPMENT

WORK DONE BY OTHERS

Sup't		Bulldozer	Asphalt Paver	Dept. or Company	Description of Work
Foreman		Backhoe	Asphalt Reclaimer		
Laborers		Loader	Vib. Roller		
Drivers	1	Rubber Tire Backhoe/Loader	Static Roller		
Oper. Engr.	2	Bobcat	Vib. Walk Comp.		
Carpenters		Hoeram	1 Compressor		
Masons		Excavator	1 Jack Hammer		
Iron Workers		Grader	Power Saw		
Electricians		Crane	Conc. Vib.		
Flag persons		Scraper	Tree Remover		
Surveyors		Conc. Mixer	Chipper		
		Conc. Truck	Screener		
		Pickup Truck	Drill Rig	1	
		Dump Truck 6 Whl	Boom Lift		
		Dump Truck 10 Whl	1 Water Tank		
		Dump Truck 14 Whl	Lull		
		Dump Truck 18 Whl	2 Gradall		

OFFICIAL VISITORS TO JOB

Police Details:	RESIDENT REPRESENTATIVE FORCE	
Time on site: 12:30 P.M. – 1:30 P.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative: Steve Bouley	

Project Cumberland Farms	Date 04-27-14	Report No. 01
Location Milford St. (Rt. 109)/Summer St. (Rt. 126)	Project No. 143-21583-14007	Sheet 2 of 2
Contractor Highland Development Kevin Leverone	Weather A.M. P.M. CLOUDY	Temperature A.M. P.M. 50°

FIELD OBSERVATIONS CONTINUED

2. Schedule
 - A. Blasting will commence next week and should last approximately two weeks, dependent on extent of rock removal.

3. New Action Items
 - A. N/A

4. Previous Open Action Items
 - A. N/A

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

Tetra Tech
 One Grant Street
 Framingham, MA 01701

Project Cumberland Farms	Date 06-10-14	Report No. 02
Location Milford St. (Rt. 109)/Summer St. (Rt. 126)	Project No. 143-21583-14007	Sheet 1 of 2
Contractor Highland Development Kevin Leverone	Weather A.M. P.M. CLOUDY	Temperature A.M. P.M. 70°

FIELD OBSERVATIONS

On Tuesday, June 10, 2014 Steven Bouley from Tetra Tech (TT) visited the project site to inspect erosion control and the current progress of construction. The following observations were made:

1. Observations
 - A. No erosion issues observed at time of inspection.
 - B. Blasting has been completed and rock crushing is currently taking place on-site. This material will be used to rough grade the site.
 - C. The building foundation has been poured and fuel tanks installed and backfilled with crushed stone.
 - D. Mr. Leverone has stockpiled large boulders for use as a decorative rock outcropping. Mr. Leverone is awaiting town approval on which boulders should be used in the outcropping.

CONTRACTOR'S FORCE AND EQUIPMENT			WORK DONE BY OTHERS		
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Sup't	1	Bulldozer	2	Asphalt Paver	Dept. or Company	Description of Work
Foreman		Backhoe		Asphalt Reclaimer		
Laborers		Loader	2	Vib. Roller		
Drivers	3	Rubber Tire Backhoe/Loader		Static Roller		
Oper. Engr.	5	Bobcat		Vib. Walk Comp.		
Carpenters		Hoeram	1	Compressor		
Masons		Excavator	2	Jack Hammer		
Iron Workers		Grader		Power Saw		
Electricians		Crane		Conc. Vib.		
Flag persons		Scraper		Tree Remover		
Surveyors		Conc. Mixer		Chipper		
		Conc. Truck		Screener	2	OFFICIAL VISITORS TO JOB
		Pickup Truck		Drill Rig		
		Dump Truck 6 Whl		Boom Lift		
		Dump Truck 10 Whl	1	Water Tank		
		Dump Truck 14 Whl	2	Lull		
		Dump Truck 18 Whl		Gradall		

Police Details: Time on site: 8:30 A.M. – 9:30 A.M.	RESIDENT REPRESENTATIVE FORCE	
CONTRACTOR'S Hours of Work:	Name	Name
	Resident Representative: Steve Bouley	

Project Cumberland Farms	Date 06-10-14	Report No. 02
Location Milford St. (Rt. 109)/Summer St. (Rt. 126)	Project No. 143-21583-14007	Sheet 2 of 2
Contractor Highland Development Kevin Leverone	Weather A.M. P.M. CLOUDY	Temperature A.M. P.M. 70°
FIELD OBSERVATIONS CONTINUED		

2. Schedule

- A. Site drainage and utilities should begin next week. TT will continue to monitor construction progress.

3. New Action Items

- A. Design Review Committee shall inspect and choose 5 largest boulders for use as rock outcropping. All other boulders will be crushed and used as gravel.

4. Previous Open Action Items

- A. N/A

5. Materials Delivered to Site Since Last Inspection:

- A. N/A

Tetra Tech
 One Grant Street
 Framingham, MA 01701

Project Cumberland Farms	Date 06-26-14	Report No. 03
Location Milford St. (Rt. 109)/Summer St. (Rt. 126)	Project No. 143-21583-14007	Sheet 1 of 2
Contractor Highland Development Kevin Leverone	Weather A.M. SUNNY P.M.	Temperature A.M. 80° P.M.

FIELD OBSERVATIONS

On Thursday, June 26, 2014 Steven Bouley from Tetra Tech (TT) visited the project site to inspect the installation of drainage infrastructure and construction progress. The following observations were made:

1. Observations

- A. TT was on-site to observe the installation of DCB-1 by the site contractor, J.B. Lanagan (JBL). The structure was set on 12" of 3/4" crushed stone as detailed in the approved plans and backfilled with gravel and crushed ledge material which resulted from blasting on-site.

CONTRACTOR'S FORCE AND EQUIPMENT

WORK DONE BY OTHERS

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

OFFICIAL VISITORS TO JOB

Police Details:	RESIDENT REPRESENTATIVE FORCE	
Time on site: 8:30 A.M. - 11:30 A.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative: Steve Bouley	

Project Cumberland Farms	Date 06-26-14	Report No. 03
Location Milford St. (Rt. 109)/Summer St. (Rt. 126)	Project No. 143-21583-14007	Sheet 2 of 2
Contractor Highland Development Kevin Leverone	Weather A.M. SUNNY P.M.	Temperature A.M. 80° P.M.

FIELD OBSERVATIONS CONTINUED

2. Schedule

- A. JBL plans to install DCB-1, DMH-3 and the 12" HDPE which connects the two structures as well as tying in the 6" HDPE drain from the filling station area today. Tomorrow he plans to install DCB-2 and associated 12" HDPE.

3. New Action Items

- A. N/A

4. Previous Open Action Items

- A. The Design Review Committee shall inspect and choose 5 largest boulders for use as rock outcropping. All other boulders will be crushed and used as gravel.

5. Materials Delivered to Site Since Last Inspection:

- A. N/A

Project Cumberland Farms	Date 06-27-14	Report No. 04
Location Milford St. (Rt. 109)/Summer St. (Rt. 126)	Project No. 143-21583-14007	Sheet 2 of 2
Contractor Highland Development Kevin Leverone	Weather A.M. SUNNY P.M.	Temperature A.M. 80° P.M.

FIELD OBSERVATIONS CONTINUED

2. Schedule

A. The site contractor plans to install DCB-2 and associated 12" HDPE later next week.

3. New Action Items

A. N/A

4. Previous Open Action Items

A. The Design Review Committee shall inspect and choose 5 largest boulders for use as rock outcropping. All other boulders will be crushed and used as gravel.

5. Materials Delivered to Site Since Last Inspection:

A. N/A

Project Cumberland Farms	Date 06-30-14	Report No. 02
Location Trail Drive/Summer St. (Rt. 126)	Project No. 143-21583-14004	Sheet 2 of 2
Contractor Wayne Marshall	Weather A.M. SUNNY P.M.	Temperature A.M. 80° P.M.

FIELD OBSERVATIONS CONTINUED

2. Schedule

- A. Mr. Marshall would like to begin installation of the roadway section as soon as possible upon approval of the change to the roadway section.

3. New Action Items

- A. A change to the approved roadway section has been requested by Mr. Marshall. TT does not have any issues with the proposed change to the roadway section.

4. Previous Open Action Items

- A. The cross slope of the sidewalk as it crosses the entrance to Trail Drive exceeds the allowable 2% cross slope per ADA/AAB guidelines. Also, detectable warning panels have not been installed at the ADA ramp locations as shown on the approved plans. The bituminous concrete apron and ADA ramps (Trail Drive) should be removed and regraded to follow all applicable ADA/AAB guidelines.

5. Materials Delivered to Site Since Last Inspection:

- A. N/A



1359 Hancock Street, Suite 10
Quincy, MA 02169
Tel: 617-847-8912
Fax: 617-847-8914
E-mail: mail@rkassociates.com

March 10, 2014

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

Reference: Land Use/Community Development Organizational Assessment

Dear Suzanne,

You have asked RKG Associates, Inc. to conduct an organizational study and needs assessment of the Town of Medway's community development departments. The study's purpose was to advise you about the adequacy of the existing departmental structure and staffing, given the nature of their work, their present and foreseeable workloads, and the office space they occupy on a daily basis. You also indicated that there has been some tension about the roles and responsibilities of staff, boards, and committees since the new charter went into effect. This report responds to your request with several recommendations based on what we observed in Medway and our experience in other communities.

A. EXISTING STRUCTURE

Medway's community development functions are carried out by a combination of paid staff, consultants, and elected and appointed boards. The Town has an elected Planning and Economic Development Board (PEDB), which is an unusual combination of roles in Massachusetts, and an elected Board of Health. In addition, the Town has an appointed Economic Development Committee, Conservation Commission, Board of Appeals, Design Review Committee, Affordable Housing Committee, and Affordable Housing Trust.¹ Several of these elected and appointed boards have statutory responsibilities, notably the PEDB, Conservation Commission, and Board of Health. Article II of the Medway Bylaws defines the powers and duties of the Economic Development Committee, Design Review Committee, Affordable Housing Trust, and Affordable Housing Committee.

The employees who support these boards and committees include a full-time Planning Coordinator, full-time Building Inspector, full-time Health Agent, and part-time Conservation Agent, all of whom report to the Town Administrator. In addition, there is a

Economic
Planning
and
Real Estate
Consultants

¹ We acknowledge that Medway has two other groups with community-development related duties – the Open Space Committee and the Community Preservation Committee – but interviewing them for this study was beyond the scope of our charge. The Town also voted recently to establish a Redevelopment Authority, but no members have been elected yet. A planning and development consultant is advising the Town on establishing a Redevelopment Authority and moving forward with an urban renewal plan for the so-called "bottle cap lots".

full-time administrative assistant whose time is divided between the Planning and Building departments, and a part-time Housing Coordinator. The administrative assistant in Planning and Building also provides some GIS mapping support to the Planning Department, the Assessors, and others. In addition to the full-time Planning Coordinator, the PEDB receives professional support from a consulting planner on an as-needed basis.

Medway also has several clerical support staff known as night secretaries. They attend board meetings, record and type up minutes, assist with preparing board correspondence, and assist with assembling meeting packets for distribution to board members before each meeting. Except for the Planning and Building Departments, however, there is no regularly scheduled daytime clerical support in the community development offices. Table 1 summarizes the amounts budgeted for community development staff and expenses in FY 2014. The combined total is approximately \$524,000, appropriated from two sources: the General Fund and the Community Preservation Act (CPA).

Department	Personnel	Expenses	Subtotal	Night Clerical
Planning	\$94,662	\$38,050	\$132,712	\$4,000
Economic Development		\$79,650	\$79,650	
Board of Appeals		\$2,250	\$2,250	\$2,000
Building	\$143,074	\$5,800	\$148,874	
Conservation	\$22,721	\$1,910	\$24,631	\$1,350
Health	\$70,655	\$25,050	\$95,705	\$1,200
Housing Trust	\$22,500	\$7,500	\$30,000	\$1,500
Total	\$353,612	\$160,210	\$513,822	\$10,050

Sources: FY 2014 Omnibus Budget; Allison Potter, Assistant to Town Manager.

Medway voters elect the PEDB and Board of Health, but the Board of Selectmen appoints the Conservation Commission, Board of Appeals, Affordable Housing Committee, and Affordable Housing Trust. The PEDB appoints the Economic Development Committee and Design Review Committee. Under Medway's charter, the department heads in all of these offices report to the Town Administrator, who in turn is appointed by the Board of Selectmen. The Assistant to the Town Administrator oversees the night secretarial group.

B. OBSERVATIONS

The organizational structure in Medway today – with a town administrator or town manager having both the responsibility and authority to direct the day-to-day operations of town government – is fairly typical of towns with a recently adopted charter. Like so many of those towns, Medway has had some “growing pains” adjusting to the change in framework. Prior to the new charter, for example, the Planning Coordinator and Health Director reported to the elected boards they serve. There is often a difficult transition period when a new charter redistributes the powers and duties of the boards, town executive, and staff. Today, Medway seems to be struggling with this transition in the community development departments.

From November 2013 through January 2014, RKG interviewed the boards and committees mentioned above and all of the staff in the land use-related departments. RKG appreciates the cooperation we received from all of the people we met with as well as their candid responses to our questions. Although they have different responsibilities and some unique needs, the town boards and committees we met generally identified some common concerns. In general, they identified needs for better inter-departmental and inter-board communication, more staff, and more appropriate office space for the employees. Some boards also mentioned that it can be difficult to find qualified people to fill vacancies as board and committee members come and go. Staff reported similar problems.

C. RECOMMENDATIONS

1. **Establish a consolidated Department of Planning and Community Development**
2. **Establish new department head position (full-time), Director of Planning and Community Development**

In light of all that we heard and observed during our work with the Town, RKG recommends consolidating the existing departments under a single Department of Planning and Community Development (DPCD). Doing so requires creating a new department head position with leadership and supervisory responsibility for staff in the planning/ economic development, conservation, and health departments, and other staff and consultants serving related boards and committees (PEDB, Economic Development Committee, Conservation Commission, Board of Appeals, Design Review Committee, Affordable Housing Committee, and Affordable Housing Trust). A sample job description for a DPCD Director is attached to this report as Appendix A. In addition to a qualified department head, RKG believes the Town must invest in additional administrative/paraprofessional support for the functions carried out by DPCD agencies.

Consolidation would help the Town in several ways. First, it could significantly improve the Town's capacity for inter-departmental and inter-board communication and coordination. Second, it would provide land use-related employees with consistent direction, support, and "state of the art" expertise from a qualified professional – the DPCD Director – assuming the Town hires an individual with the appropriate education, training, and experience. Third, bringing the employees together in a single department would facilitate pooling/sharing staff resources and cross-training staff to provide high-quality coverage for vacation, sick leave, other personnel-related absences, and vacancies.

There are several models of DPCD-type reorganization. For example:

- In Hopkinton (population: 14,925), the town has grouped the functions of the Planning Board, Board of Appeals, Conservation Commission, Design Review Board, and Community Preservation Committee into a single Land Use Department, while the Building and Health Departments have remained separate operations. The Town of Easton (population: 23,112) has a very similar organization.
- Groton (population: 10,646) has instituted a different plan. In Groton, the Land Use Department includes the Planning Board, Building Department, Health Department,

Conservation Commission, Board of Appeals, and Affordable Housing Trust/Housing Coordinator.

- By contrast, Chatham (year-round population: 6,125) has reorganized its land use functions by grouping the Planning Board, Conservation Commission, Board of Appeals, Historic District Commission, and Building Department in a consolidated Department of Community Development.
- The Land Use Management Department in Westford (population: 21,951) includes Planning, Conservation, Building, Zoning, Board of Appeals, Affordable Housing Trust, Historical Commission, and some temporary (ad hoc) study committees.
- Nantucket (year-round population: 10,172) has established a Planning and Land Use Services (PLUS) department that includes the Planning Board, Board of Appeals, Health Board, Building Department, and Historic District Commission.

In some larger towns that also have town engineers, it is not uncommon for engineering to be grouped with community development. The Town of Belmont (population: 24,729) and the Town of Tewksbury (population: 28,961) have this type of community development department. Other towns place engineering in the public works department, and some leave it as a stand-alone operation.

Given the duties of Medway's existing boards and staff, RKG believes the most logical reorganization would place Planning and Economic Development, Building, Conservation, Health, Community Housing (Affordable Housing Trust/Affordable Housing Committee), Design Review, and Board of Appeals under the DPCD. Doing so would give the Town maximum flexibility to coordinate and align the work of staff that support boards with permitting authority.

3. Establish a new full-time position, Permit Coordinator

In addition to consolidating the land use-related departments under one department head, RKG recommends that Medway establish and fund a full-time Permit Coordinator position. The Permit Coordinator should work in support of the staff and boards with development review and permitting responsibilities. In addition, this position should serve as the initial contact for people who come to town hall seeking information about permits, licenses, and approvals. The Permit Coordinator would be responsible for providing information and application forms, responding to questions about application procedures and submission requirements, referring applicants to the appropriate division head, as necessary, and acting as the interface between applicants and division heads when the latter are absent from Town Hall due to field inspections, etc. The Permit Coordinator should report to the Director of Planning and Community Development while interacting with and supporting division heads/coordinators on a day-to-day basis. A sample job description for a permit coordinator is attached as Appendix B.

4. Provide adequate space for DPCD offices

Medway needs to identify office space that is more appropriate for the personnel, technology/equipment, and record-keeping functions of these departments and relocate them accordingly. It may be necessary to move the DPCD offices to another town-owned building, but the divisions proposed for reorganization must be kept together under the same roof, and they need enough space to work efficiently. The existing quarters on the first floor of Town Hall are not conducive to productive work or public service.

5. Re-evaluate departmental needs for administrative/clerical support

RKG believes that eventually, Medway will have to consider more efficient ways to provide administrative/clerical support to the land use departments (including the boards and commissions) than the existing "night secretary" system. This is not a comment about the quality of work or dedication of Medway's night secretaries to the boards they serve. It was clear to RKG that on balance, the existing night secretaries provide invaluable assistance to town boards that have no other staff. Unfortunately, the system in place today provides no systematic, predictable daytime coverage for boards such as Design Review or the Board of Appeals. Some – perhaps much – of the existing coverage gap may be closed by the Permitting Coordinator, but that position is not intended to perform night meeting responsibilities.

It is premature for us to recommend any particular course of action with respect to the night secretaries. However, we think the new Planning and Community Development Director should assess the present system and make recommendations for change (if any) to the Town Administrator.

6. Consider consolidating the affordable housing committees

Medway is a small town with a limited number of volunteers. Although the present Affordable Housing Committee and Affordable Housing Trust have different responsibilities, it may be possible to reorganize and consolidate their functions under one body, the Affordable Housing Trust (which Medway created by adopting the provisions of G.L. c. 44, § 55C). After the municipal housing trust law was passed in 2004, most communities that already had housing partnerships retained those committees and created housing trusts as well, as Medway has done. Over time, however, we have seen many communities consolidate these groups, in part because it was hard to find enough volunteers to maintain two committees. It is a local policy matter, but we think it is worth mentioning here as a future option for the Town to consider.

We appreciate the cooperation we received from everyone we met with over the past three months. Please don't hesitate to call me at (617) 847-8912 if you have any questions.

Sincerely,



Judi Barrett
Director of Municipal Services

APPENDIX A

Sample Job Description: Planning and Community Development Director

Summary

The employment level of Planning Director is the top management level specializing in planning issues. The Planning Director of a local government directs planning initiatives and typically reports to a Town/City Manager. Planning Directors are often given a significant degree of flexibility in accomplishing their tasks.²

Typical Functions

- Oversees the recruitment, employment, evaluation, and release of staff and contract personnel.
- Supervises all organization staff, either directly or indirectly through senior staff
- Develops organization-wide or department-wide goals, objectives, policies and procedures
- Prepares division/department/organization operations budget
- Ensures that the Planning Board and other relevant boards are kept fully informed on the condition of the agency and about any trends, events, or emerging issues of significance to the department's success
- Report events and activities to senior management and elected and appointed officials
- Represents the department on regional/local boards
- Implements the Master Plan or other planning projects
- Reviews all departmental reports and presentations
- Evaluates planning-related legislation and applicability to department projects
- Evaluates proposals for the department's planning consulting services
- Attends substantial number of evening and weekend meetings

Typical Knowledge

- Considerable knowledge of the theory, principles and techniques of the planning profession and development process

² This job description is a modified version of the sample Planning Director job description published by the American Planning Association.

- Considerable knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics
- Considerable knowledge of principles of personnel management, including supervision, training and performance evaluation
- Considerable knowledge of the methods and techniques of research and analysis
- Considerable knowledge of the principles of budgeting and finance
- Knowledge of real estate terminology, laws, practices, principles, and regulations
- Knowledge of computer applications including Microsoft Office, Internet applications, and GIS

Typical Skills

- Effective and persuasive leadership comfortable with all levels of staff, public and others
- Proven management skills and ability to manage day-to-day operations
- Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers
- Strong organizational skills
- Ability to understand and manage high-profile, sensitive or controversial political situations
- Strong problem-solving and negotiation skills
- Ability to exercise sound and independent judgment within general policy guidelines

Minimum Qualifications

This position level requires a master's degree in urban planning, public administration or a related field and a minimum of eight years of progressively responsible planning experience. Under exceptional circumstances, an individual with a bachelor's degree and a minimum of twelve to fifteen years of progressive responsible planning may be qualified for this position. Generally, four years of experience for a master's-level individual or eight years for a bachelor's-level individual must be in a supervisory capacity overseeing professional, paraprofessional, technical, and administrative/clerical personnel. AICP certification is required, or ability to obtain certification within one year. Preference may be given to applicants possessing qualifications above the minimum.

APPENDIX B

Sample Job Description: Permit Coordinator

Summary

Responsible for accepting, reviewing, routing and issuing permit applications for building, land use and development applications. Provides customer service information in specialized areas. Works with continual public and inter-departmental contact. Responsible for the proper application and issuance of permits and compliance with City practices. Independently performs regular and recurring complex work according to established procedures. Works under general supervision with minimal guidance referring only highly unusual matters to the supervisor.

The Permit Coordinator reports to and receives direction, supervision and performance reviews from the Director of Planning and Community Development.

Typical Functions

- Reviews, routes, and issues permit applications for various Town departments including street use, clearing and grading, building, plumbing, electrical, mechanical, fire and land use permits.
- Acts as primary contact for the Town, answering questions related to Town departments; directs more technical questions to appropriate Town staff; tracks and answers questions related to status of permit applications; contacts applicant when permit is ready for issuance; communicates with personnel from other departments regarding status of permits.
- Interprets information for customers about basic land-use related procedures, development standards and process information, permit costs and other procedural issues. Assists the public in completing applications for building, planning and other related permits issued by DPCD.
- Provides answers to technical questions posed by applicants concerning zoning, codes, and other similar regulations; directs applicant to appropriate Town staff as needed.
- Calculates and collects permitting fees due from applicants.
- Receives, reviews and processes a variety of forms, applications and plans necessary for issuance of development permits, including electronic plan review documents.
- Prepares and enters technical data into automated program related to the issuance of specific permits.
- Informs or instructs customers with regard to public record; distributes customer oriented informational literature; develops and maintains manuals and packets.

- Maintains accurate and complete records of construction progress, inspections, sign-off sheets and files. Schedules final inspections and closes out files when work has been completed. Prepares files for document managing system.
- Provides a variety of specialized and detailed information in person or on the telephone regarding permit requirements to developers, architects, contractors, engineers, realtors and the general public; acts as liaison and contact for larger developments.

Other Duties

- Performs special projects as assigned by the DPCD Director.
- Operates a variety of office equipment.

Qualification Requirements

Education and Training: Bachelor's degree and completion of course work in basic planning, planning or building code, or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Knowledge, Skills and Abilities:

- Minimum of two years of experience in a government office setting with heavy customer contact.
- Ability to skillfully use a computer with MS Office software experience preferred.
- Knowledge of manual and computerized record keeping systems and related office equipment.
- Knowledge of municipal codes related to permits, Town zoning, non-technical building codes and other related regulations and bylaws.
- Ability to read, interpret and explain maps, blueprints, and legal descriptions.
- Ability to analyze, interpret and accurately review construction and improvement applications and submittals.
- Ability to read, interpret, apply and explain codes, regulations, policies and procedures.
- Ability to perform various tasks while subject to interruption and to perform work according to schedules and time lines.
- Ability to represent DPCD goals and objectives.
- Ability to establish and maintain effective working relationships.
- Excellent customer service skills.
- Excellent attention to details.