

**December 22, 2015**  
**Medway Planning and Economic Development Board Meeting**  
**155 Village Street**  
**Medway, MA 02053**

<b>Members</b>	<b>Andy Rodenhiser</b>	<b>Bob Tucker</b>	<b>Tom Gay</b>	<b>Matt Hayes</b>	<b>Rich Di Iulio</b>
<b>Attendance</b>	<b>X</b>	<b>Absent with Notice</b>	<b>X</b>	<b>X</b>	<b>X</b>

**ALSO PRESENT:**

Susy Affleck-Childs, Planning and Economic Development Coordinator  
 Stephanie Mercandetti, Director of Planning and Economic Development

The Chairman opened the meeting at 7:00 pm.

There were no Citizen Comments.

**Millstone Village ARCPUD – Phase 1 Bond Revision and Phase 2 Bond Estimate**

The following documents were provided to the Board for review: (See Attached)

- Email communication dated 12/18/15 from Steve Bouley of Tetra Tech
- Phase 1 Bond Reduction estimate prepared by Tetra Tech dated 12/17/15
- Phase 2 Bond estimate prepared by Tetra Tech dated 12/17/15

Susy Affleck-Childs reported that she had forwarded the bond estimate and Steve Bouley’s email to developer Steve Venincasa for review. Steve Venincasa had called her today to inform her that he would be attending the meeting tonight. Steve V referenced Steve Bouley’s email which identified the required items that must be completed before a bond can be established per the *Subdivision Rules and Regulations*. These include the drainage system not being complete, an as-built plan of the drainage system has not been prepared, street signs and stop lines have not been installed. Also, sidewalks have not been installed but the Board previously approved an additional waiver to not require sidewalks to be installed before building permits are issued. Instead, they have to be completed before occupancy permits are issued. As the noted items have not yet been installed or provided, the Board cannot set a bond amount for Phase 2 at this time. Mr. Venincasa will contact the Board when those items are completed. Some of the items listed in the bond estimate may be eliminated or reduced as well.

**Tri Valley Commons Site Plan, 72 Main Street – Bond Estimate**

The following documents were provided to the Board for review: (See Attached)

- Site inspection report and bond estimate prepared by Tetra Tech dated 12/3/15.

Project engineer John Kucich of Bohler Engineering attended the meeting on behalf of developer Rich Landry.

NOTE – The Board called Tetra Tech engineer Steve Bouley via speakerphone to assist with this agenda item.

The Board reviewed the Tri Valley Commons bond estimate of 12/3/15 which had been prepared when Mr. Landry had been expected to attend the 12/8/15 PEDB meeting.

Mr. Kucich reported that a number of items had been completed since the bond estimate was prepared. He also indicated Mr. Landry's request that the Board set the bond amount but allow it to be reduced as items are eliminated per Tetra Tech's review without having to come back to the Board for a vote. Mr. Landry wanted to be able to move quickly to secure an occupancy permit for Advance Auto when needed.

Susy Affleck-Childs reported that Mr. Landry was planning to provide an insurance bond and that she had asked him for information on the bonding company.

After discussion of this request, the Board determined it was not comfortable proceeding in the manner requested by Rich Landry.

A motion was made by Rich Di Iulio and seconded by Matt Hayes to set the bond amount for Tri Valley Commons at \$341,510.

The Board requested that Steve Bouley visit the site on 12/24/15 to review recently completed work and update the bond estimate. The Board agreed to review the revised recommended bond estimate at its special meeting on 12/29/15 and reduce it as appropriate.

### **Discussion on Date for Possible January Special PEDB Meeting**

Susy Affleck-Childs reported that the revised plans for The Willows ARCPUD project had been delivered to the Town and Tetra Tech on December 15<sup>th</sup>. She advised that the late date of this submittal combined with Christmas holiday time off did not provide adequate time for Tetra Tech to review the revised plans in time for the 12/29/15 public hearing as previously scheduled. Susy indicated she had informed the applicant of such. The Board needs to meet on 12/29 to continue the public hearing to a future date. Would the Board be available to hold a special meeting on January 5<sup>th</sup> or does it want to address this at the next regular PEDB meeting on January 12<sup>th</sup>?

The Board decided to use the next regular meeting on January 12<sup>th</sup> for The Willows ARCPUD public hearing.

### **Discussion of Project Ideas for MAPC's District Local Technical Assistance (DLTA) program**

The following was provided to the Board for review: **(See Attached)**

- Briefing memorandum dated December 7, 2015 from the Metropolitan Area Planning Council (MAPC)

Susy Affleck-Childs reported that all regional planning agencies in Massachusetts offer a District Local Technical Assistance program to their member municipalities. These are not grants but are the provision of MAPC staff consulting services to communities for various planning projects and initiatives. Susy explained two ideas for possible projects.

The first would apply just to Medway and would entail seeking consulting services to review Medway's affordable housing bylaw and offer some language changes to address the following matters:

- Formula for determining a payment in lieu of construction of affordable housing units
- Adjusting the percentage of required affordable housing units based on size of development
- Other incentives that Medway might want to consider adding to the bylaw.

The other possible project could be for the SWAP sub-region. It would entail studying the Tiny House movement and reviewing how local zoning could be modified to appropriately accommodate this new form of housing.

Susy reported that she had discussed her ideas with Jenny Raitt, Assistant Director of Land Use for MAPC who was supportive of both.

The Board discussed the two topics and was definitely comfortable with preparing an application for technical assistance on the affordable housing bylaw. There were mixed feelings about the Tiny House project but the Board was amenable with Susy pursuing that one as well. Susy agreed she would discuss the Tiny House proposal with SWAP representatives at its January meeting.

### **Discussion of Possible Zoning Bylaw Amendments:**

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

- List of ideas for zoning bylaw amendments updated 12/18/15. This list identifies the priorities recommended by Susy Affleck-Childs.
- Email communication dated 12/22/15 from Stephanie Mercandetti listing her priority zoning bylaw amendment items.

The Board decided to not work on this further during the meeting. However, the Board asked Susy to check with Building Commissioner Jack Mee to secure his priority list and brief the Board at the next meeting on 12/29/15.

### **Discussion of Fiscal Year 17 Budget**

The following items were provided to the Board for review: **(See Attached)**

- Board of Selectmen's FY 17 Budget Policy dated December 8, 2015

- PEDB budget synopses prepared by Susy Affleck-Childs (FY13 actual expenditures – proposed FY17)

Susy Affleck-Childs reported that FY17 budget proposals are due December 31<sup>st</sup>. She reviewed with the Board the spreadsheet showing actual expenditures for FY13, FY14 and FY15, current FY16 budget and proposed FY17 budget. Susy asked the Board about the level of consulting funds and whether they felt it would be enough. The amount of funds for consulting services has been reduced over the past few years.

Susy noted that the DRC needs a new laptop computer. The question is whether it would be a mac or a pc.

The Board asked Susy to provide additional information on the changes in the consulting and contracted services budget line items for further review and discussion at the 12/29/15 meeting.

### **Planning and Economic Development Coordinator's Report**

Susy Affleck-Childs updated the Board as follows:

- Town has hired a Communication Director. Her name is Mary Becotte. She started last week and Susy will be meeting with her on 12/23/15.
- Beals and Thomas has been retained by Excelon to prepare the site plan application package. Representatives of Beals and Thomas have called several times. An application is forthcoming.
- Attorney Barbara Saint Andre is leaving Petrini and Associates and going back to work at Kopelman and Paige. At its 12/21/15 meeting, the BOS voted to dissolve its contract with Petrini and enter into a contract with Kopelman and Paige so that Barbara can continue to serve as Town Counsel to Medway.
- She has received a number of inquiries about the new multi-family houses special permit development option. Presently, the PEDB does not have a fee for this special permit and she would like to Board to consider setting a fee for this.

### **Reports**

Tom Gay reported that the Design Review Committee is working on revisions to the general bylaw which created it. Also, he and DRC Chairman Matt Buckley made a presentation on the new Design Review Guidelines to the BOS at its 12/21/ meeting. It was well received. The BOS has asked the DRC to do some research on electronic message signs as a way to replace the current manual sign at Choate Park.

### **PEDB Meeting Minutes:**

The Board was provided draft copies of minutes of the December 8, 2015 regular meeting and executive session.



**On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously to approve the minutes of the December 8, 2015 regular PEDB meeting as presented.**

**On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously to approve the minutes of the executive session held during the December 8, 2015 PEDB meeting as presented.**

**Adjourn:**

**On a motion made by Rich Di Iulio and seconded by Tom Gay, the Board voted unanimously to adjourn the December 22, 2015 PEDB meeting.**

The meeting was adjourned at 9:03 p.m.

Respectfully Submitted,



Susan E. Affleck-Childs  
Planning and Economic Development Coordinator



**December 22, 2015**  
**Medway Planning & Economic Development Board**  
**Meeting**

**MAPC – District Local Technical**  
**Assistance (DLTA) Program**

- Program information from MAPC

Please review the attached information. The Metropolitan Area Planning Council (MAPC), the regional planning agency for 101 communities including Medway, annually offers its DLTA program. I have 2 project ideas I would like to discuss with you:

1. A Medway project – To request assistance from MAPC to work with us to draft amendments to our affordable housing/inclusionary zoning bylaw as has been requested by the Affordable Housing Trust and Committee. AT a minimum these changes would address payment in lieu of formulas and establishing a sliding scale for the required % of affordable dwelling units linked to the size of the development.
2. A SWAP sub-regional project to research and learn about zoning regulations for Tiny Houses.



**MEMORANDUM**

**To:** MAPC Council Representatives and Other Local Officials  
**From:** Marc D. Draisen, Executive Director  
**Subject:** Professional Technical and Planning Assistance to MAPC Municipalities  
**Date:** December 7, 2015

I am writing today to invite you to submit a proposal for work to be undertaken by the Metropolitan Area Planning Council (MAPC), for the benefit of your municipality, under the 2016 District Local Technical Assistance program.

I am very pleased to announce that the Governor and Legislature have continued the expanded funding for the District Local Technical Assistance (DLTA) Program for calendar 2016. During 2015, this program enabled MAPC to work with individual communities, or groups of communities, on a total of 30 projects. Through this RFP, we are soliciting ideas for 2016.

Once again, the budget for the DLTA program will be approximately \$600,000, including the MAPC match to the state funds. Proposals will be accepted and reviewed on a rolling basis during the months of December and January, with a goal of allocating all funds before February 1, 2016. A municipality may be involved in one community-specific project and also one or more multi-community projects at the same time.

You don't really need to worry about estimating the costs of a particular proposal. We'll work with you to figure that out, based on the specific ideas you present and the timeframe for the planning work. Just come up with the best proposal you can, in accordance with the guidelines in this memo, and we will try and fund as many projects as possible.

Note that this year the state has asked us both to encourage communities to enter into Community Compacts with the state, and also to use at least 30% of our DLTA funds to assist communities in implementing state priorities, including the Community Compact Best Practices that are within our expertise. In order to make sure that MAPC complies with this request, we will give preference to projects that are linked to one of the Community Compact Best Practices. Therefore, it will help your community to receive DLTA if you also apply to the Community Compact program, listing a best practice related to your DLTA request.

For more information on Community Compact, and the list of the Best Practices being supported by that program, see:

<http://www.mass.gov/governor/administration/groups/communitycompactcabinet/>

**Applying for Assistance**

If you wish to apply – either as a single municipality or as part of a group of municipalities – you should submit a two-page-maximum concept scope that satisfies the following requirements:

- Provides a succinct project overview, including (where appropriate) items such as the project status, location, and any previous or related efforts accomplished to date (e.g., plans, reports or studies that have been completed by local staff or consultants).
- Describes the need for the project and the local, regional and state goals that the project will advance. Please refer specifically to the appropriate MetroFuture goals found by going to the MetroFuture web page at [mapc.org/metrofuture](http://mapc.org/metrofuture) and following the link to download the "MetroFuture Regional Plan Goals and Objectives," about halfway down the page.
- Identifies the specific products expected from the project (e.g., draft or adopted bylaw or ordinance, regional inter-municipal agreement, permitting procedures, collective purchasing agreement).
- Describes key project outcomes, or changes/improvements in the community, you expect will be achieved from this process. Examples might be a zoning change, state policy change, adoption of an ordinance at the local level, establishment of a standing committee, etc.
- Explains how local officials, community groups, business and/or institutions will be involved in the planning process, as appropriate, and how the project will involve groups that tend to be under-represented in planning processes (e.g., low-income, linguistic or racial minorities, small businesses, youth, seniors, recent immigrants, etc.).
- Proposes or estimates the project timeline and associated project milestones, if applicable (e.g., must be completed in time for close of fall Town Meeting warrant in August). Note: All projects must be completed by December 31, 2016.
- Describes the municipal commitment to the project. The application should indicate the support of the mayor, city manager, or town administrator to request the grant. The proposal should detail the municipality's commitment to move ahead with the project in a timely fashion (e.g., will immediately establish a project advisory committee to move the project along). Note that the mayor, city manager, or town administrator will be required to sign the final scope approved for a project to indicate local support for the proposal.
- Designates a single lead community, in the event that this is a multi-municipal proposal. It would be ideal – but not required – to have a clear indication of support from the mayor, city manager or town administrator in each participating municipality. In the case of a multi-community project, the lead municipality's representative will sign the scope.
- Defines the community's expected contribution to the project (e.g., XX hours of municipal planner staff time or Planning Board volunteer time to assist in analysis). Municipalities are encouraged, but are not required, to consider a financial contribution to their proposals as a way to extend the scope of projects and demonstrate their commitment to the project.
- Identifies the lead contact from the municipality for the application.

MAPC staff will review the proposal/concept scope and work with applicants to clarify the scope or add any missing information, and then determine the level of effort the project would require and the appropriate allocation of DLTA funds. Projects will be submitted to MAPC's Executive Director for final approval, and as noted above, all final agreements for approved projects will be signed by the mayor, city manager or town administrator of the lead municipality. Please feel free to contact your

subregional coordinator, any member of the MAPC staff with whom you have worked on a project in the past, or any of the program staff listed below to discuss a potential project:

**Mark Racicot** (land use, housing, economic development): 617-933-0752, [mracicot@mapc.org](mailto:mracicot@mapc.org)

**Mark Fine** (municipal services): 617-933-0789, [mfine@mapc.org](mailto:mfine@mapc.org)

**Cammy Peterson** (energy): 617-933-0791, [cpeterson@mapc.org](mailto:cpeterson@mapc.org)

**Martin Pillsbury** (environment): 617-933-0747, [mpillsbury@mapc.org](mailto:mpillsbury@mapc.org)

**Eric Bourassa** (transportation): 617-933-0740, [ebourassa@mapc.org](mailto:ebourassa@mapc.org)

**Barry Keppard** (public health): 617-933-0750, [bkeppard@mapc.org](mailto:bkeppard@mapc.org)

Lastly, I would remind you that DLTA is one of two major programs that enable MAPC to provide technical assistance to cities and towns in the region. The other is Planning for MetroFuture Technical Assistance (PMTA), which is funded by municipal assessments. From the perspective of cities and towns, the programs are largely the same. Generally speaking, we are going to be offering these programs in two rounds per year: DLTA in the fall, with decisions in early winter, and PMTA in the spring, with decisions in early summer. DLTA projects will run through the calendar year, whereas PMTA projects will run through the fiscal year. So, if you have a project idea that isn't quite ready for prime time now, you will have another opportunity in six months!



## Frequently Asked Questions

### 2016 DISTRICT LOCAL TECHNICAL ASSISTANCE PROGRAM

November 2015

#### Q. What is District Local Technical Assistance (DLTA)?

A. Established by Chapter 205 of the Acts of 2006, DLTA enables Regional Planning Agency (RPA) staff to provide technical assistance to communities for “any subject within regional planning expertise.” For more information related to the past projects funded by DLTA, including reports containing the results of the projects, see the MAPC web site at [mapc.org/DLTA\\_Reports](http://mapc.org/DLTA_Reports). The total amount of funds available under DLTA is expected to be on the order of \$600,000 for 2016, and DLTA projects must be finished by December 31, 2016.

#### Q. What are MAPC's priorities in its 2015-20 Strategic Plan?

A. MAPC adopted a 5-year strategic plan in October 2014 (for more information, see <http://www.mapc.org/sites/default/files/FINAL%20StrategicPlan%2012-2-14-web.pdf>). MAPC sees our technical assistance programs as a means to implement not only the very broad goals of the *MetroFuture* regional plan, but also the more narrowly defined Strategic Priorities of the agency.

MAPC will pay particular attention to project proposals that advance one or more of the following MAPC Strategic Plan Priorities:

- Encourage development and preservation consistent with smart growth principles, focusing on these three elements
  - Expanding the supply of housing that the region needs to grow economically, with an emphasis on multi-family housing, smaller single-family homes, and homes that are affordable to a wide range of incomes
  - Promoting innovative transportation strategies, including congestion mitigation, shared and appropriately-priced parking, streets that work for all users, and transit solutions for both cities and suburbs
  - Encouraging both residential and economic development that is oriented to take advantage of its proximity to existing or planned subway and light rail stops, commuter rail stations, and key bus stops
- Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency
- Play a leading role in helping the region to achieve greater equity
- Help the region reduce greenhouse gas emissions and adapt to the physical, environmental, and social impacts of climate change and natural hazards.

MAPC will entertain and consider funding proposals that meet the broader *MetroFuture* goals, even if they do not focus on the Strategic Priorities. However, those that advance the Priorities will be given special consideration.

**Q. What are the state's Priority Funding Areas for Technical Assistance Activities?**

A. In concert with the Massachusetts Association of Regional Planning Agencies (MARPA), the state has identified the priority uses for DLTA funding. RPAs shall focus efforts to distribute the RPA allocation of DLTA funds between two general categories: 1) "Planning Ahead for Housing" (or to help reach the Statewide Housing Production Goal) or "Planning Ahead for Growth" and 2) Community Compact Activities. The goal of the DLTA effort is to direct these funds to projects/activities that result in change in the municipalities receiving the DLTA services, whether in law, regulation, program management or practice, that serve to further these objectives. At least 30% of the DLTA funding should be used toward these state goals.

**Q. What activities are eligible under the category of Supporting the Community Compact?**

A. This category provides funding for municipalities to implement Best Practices promoted through the Community Compact Cabinet program, and to work together to achieve savings and/or to improve the quality of service delivery. Examples of this type of activity include:

- Supporting municipalities that are seeking to adopt state best practices under the Community Compact Cabinet program, including those that want to pursue projects of regional nature. The regional planning agency should pursue a strategy intended to assist municipalities with the state's priority areas for better government that are within the RPA's realm of expertise. A list of the Community Compact Cabinet Best Practices is attached at the end of this document. More information is available at the web link below:  
<http://www.mass.gov/governor/administration/groups/communitycompactcabinet/>

**Q. What are examples of projects that are eligible under Planning Ahead for Housing and Planning Ahead for Growth, and Regionalization?**

Proposals may include, but are not limited to:

- The development of zoning and other regulations to promote development of mixed-income and affordable multi-family housing in transit-oriented-development locations, employment centers, downtown locations and state endorsed Priority Development Areas, including, but not limited to, Gateway Cities, and including undertaking studies and making recommendations to change regulations to better manage parking to enable appropriate development
- Advancing the production or preservation of housing, especially housing that is affordable to low- or moderate-income households, or mixed-income housing
- The creation of as-of-right zoning districts such as those eligible under the Compact Neighborhoods policy or the Chapter 40R/Smart Growth statute
- The creation of prompt and predictable permitting through an Expedited Permitting Priority Development Site using Chapter 43D for housing, economic development, or mixed-use, or other zoning or regulatory changes to promote expedited processes for developments in smart growth locations
- Encouraging economic development in *MetroFuture*-consistent growth areas through such methods as local permit streamlining, downtown or town center economic revitalization, or mixed-use development;
- Identifying challenges and solutions in respect to infrastructure requirements that impact the ability to construct multi-family residential projects or to enable economic development in as-of-right zoning districts and parcels

- Identifying multi-family residential, economic development, or mixed-use projects subject to the Permit Extension Act (as amended), assessing impediments to such projects, and recommending steps that the Commonwealth and/or the applicable municipality could realistically take to enable those projects to go forward
- Analysis of affordable and market-rate housing needs, to include, for example, preparation of a Housing Production Plan pursuant to 760 CMR 56.00 et. seq., or other housing-related planning projects/ordinance drafting for a single municipality, or similar undertakings that may guide the execution of a compact among several communities for locating affordable and market-rate housing
- Assisting one or several municipalities who must comply with requirements under the new Fair Housing regulation issued by HUD
- Identification, assessment and mapping of Priority Development Areas (PDAs) and Priority Preservation Areas (PPAs) in a single municipality or among neighboring municipalities, including discussion of specific areas for multi-family housing growth
- Encouraging communities to use the Economic Development Self-Assessment Tool (EDSAT) to assess economic development opportunities within communities and/or regions and to develop implementation strategies based on EDSAT recommendations
- Planning for the preservation of key parcels or natural resources, which will improve the quality of life in the affected municipalities in such a way as to encourage growth and development in appropriate, smart growth locations
- Efforts to enhance the resilience of homes, businesses, public infrastructure, and natural amenities in the event of natural disasters or in response to climate change, in such a way as to protect life and property, save public funds, and preserve a strong residential and business sector over the long term
- Developing or updating components of municipal master plans and providing technical assistance that supports the implementation of strategies which are designed to advance well-planned growth and development policies and practices
- Shared services (e.g., regional animal shelters, regional lockups, regional 911 centers, other public safety and emergency response facilities or systems, information technology/data management, school district/regional school district analysis, shared professional and administrative services, agreements to operate shared waste disposal/recycling facilities/programs, regional clean energy services procurements, shared services related to public health, shared services related to fire/EMS services)
- Cooperative agreements (e.g., regional analysis of affordable housing needs, compact among communities for locating affordable housing, agreements regarding economic development along boundaries or shared corridors, agreements to facilitate collaboration between local housing authorities)
- Collective purchasing to allow for the cost-effective purchase of goods and services by a consortia or group of communities (MAPC currently administers collaborative procurement arrangements for towns and cities to purchase goods and services such as public safety and public works vehicles and public works maintenance services)
- Other cost saving measures that could benefit more than one municipality, or which promote cost effectiveness/efficiency within one community that may serve as an example for others

**Q. Is a municipality required to provide a match for DLTA funding?**

A. A successful application *does not require* a local match, and whether or not a match is proposed will not be used in project selection. However, if a proposed project scope exceeds available funding, then MAPC and the project proponent(s) may engage in a strategic discussion about either a) reducing the project scope to meet the limited funding capacity or b) securing a local contribution (or funding from another source) to more fully support the complete scope of the project.

**Q. What other additional criteria will MAPC use in determining which projects to fund?**

A. In addition to the requirements specific to each funding category, MAPC will also consider the following criteria when prioritizing projects for DLTA or the Planning for MetroFuture funding:

- **MetroFuture Goals:** The project advances multiple MetroFuture goals. (No project will be selected that is inconsistent with MetroFuture goals).
- **Regional Collaboration:** The project will encourage collaboration in the land use field or in municipal service delivery among multiple municipalities. Generally speaking, projects involving multiple municipalities will be prioritized over those affecting only one city or town.
- **Equity:** The project addresses regional equity issues by enhancing the quality of life for low-income households, minorities, people with disabilities or other disadvantaged groups, as identified in MetroFuture and the Commonwealth's Sustainable Development Principles.
- **Civic Engagement:** The proposal includes an appropriate level of civic engagement based on the details of the project (e.g., a visioning effort would include significant civic engagement and outreach, while a project that is designed to follow up on a previous visioning effort by drafting a bylaw may instead include only meetings with municipal boards, including public hearings).
- **Readiness for Implementation:** The project is likely to result in near-term "changes on the ground" (e.g., new construction, approved zoning changes, inter-municipal collaboration on service delivery). The community has a stated goal and timeline for implementation.
- **Replicability:** The project could be a model or template for use in other municipalities or groups of municipalities.
- **Impact:** The project will, when implemented, have a significant impact on the region, either in itself, or through the potential for replicability throughout other areas of the region.
- **Local Capacity:** The applicant community has demonstrated they have the capacity to adopt and implement smart growth measures or successfully collaborate with neighboring municipalities to share services or conduct joint purchasing.

**Q. What is the general and common scale of technical assistance awarded?**

A. In the past, projects have ranged from those in which the community needs only a small amount of assistance to achieve the implementation of local regulatory change (which may take less than 50 hours of technical assistance) to larger multi-community projects that require hundreds of hours of community outreach, coordination, research and bylaw/ordinance drafting. Budgets for 2015 ranged from \$5,000 to \$50,000, although most were closer to the middle of the range. MAPC intends to continue to approve a range of projects. MAPC will assist the communities selected for funding in determining the estimated hours needed to accomplish the project.

# Community Compact Best Practices

For more information, see

<http://www.mass.gov/governor/administration/groups/communitycompactcabinet>

## EDUCATION Best Practices

### Administration and Finance

**Best Practice:** Funding is assigned to the proper cost centers, costs are allocated appropriately between the municipal government and the school district, and costs and information is shared in a way that facilitates school-based budgeting. There is evidence that municipal and school administration and finance services are shared to realize economies of scale and may include the consolidation or regionalization of district administration. Data reporting is coordinated across all departments to align staffing and student data with financial reporting, and is consistent with DESE guidelines in order to facilitate benchmarking and comparisons to other schools and districts. Required data reports are sent to DESE through the School Interoperability Framework (SIF). Data reporting meets all quality assurance metrics for timeliness and accuracy.

### Coordination and Collaboration – Professional Development

**Best Practice:** There is shared access to training and supports in regard to academic improvement best practices, with other schools in the same district, and with other districts (e.g. curriculum development, lesson plans, professional development, use of data to inform instruction, benchmark program finance, and track outcomes). Educational collaboratives and inter district agreements are utilized to achieve cost efficiencies and improve program offerings.

### Coordination and Collaboration – Higher Education

**Best Practice:** There is evidence of partnership agreements with higher education institutions to improve articulation with college credit as well as to promote college and career readiness.

### Coordination and Collaboration - Transitions

**Best Practice:** Transition supports are provided between early education and K-12 district and charter schools and demonstrate coordinated activities and resources that maximize families' access to supports promoting successful birth to eight transitions, with a specific focus on Kindergarten transitions.

### Coordination and Collaboration – Early Education

**Best Practice:** There is evidence of partnerships with private providers in the provision of high quality early education and out of school time services to leverage existing resources, avoid duplication of services and enhance and streamline systems for children and families. The community can demonstrate local adoption of a framework to organize, align and integrate community efforts in early education and care, out of school time services, and family engagement.



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## ENERGY AND ENVIRONMENT Best Practices

### Maximizing Energy Efficiency and Renewable Opportunities

**Best Practice:** There are documented and measurable energy use reduction goals; Clean power is generated locally; The municipal fleet is fuel efficient; Investments have been made in energy efficient municipal street lighting; Energy efficiency improvements and renewable thermal heating and cooling upgrades have been made to public facilities (e.g. housing and schools); Energy efficiency and renewable energy upgrades have been made to water/wastewater plants.

### Climate Change Mitigation and Adaptation

**Best Practice:** There is plan to reduce greenhouse gas emissions and adapt to climate change; Regulations and incentives discourage new development in at-risk locations, enhance the resilience of existing development, and encourage mixed-use growth and travel by multiple modes to reduce emissions; Critical coastal and inland infrastructure, buildings, and energy facilities are prepared for more frequent and intense storms.

### Sustainable Development and Land Protection

**Best Practice:** There is a Master, Open Space and Recreation, or other Plan to guide future land conservation and development; Smart growth consistent zoning has been adopted (e.g. techniques in the MA Smart Growth/Smart Energy Toolkit); Investments in infrastructure and land conservation are consistent with the MA Sustainable Development Principles.

### Comprehensive Water Resource Management

**Best Practice:** There is a plan to supply and conserve water, manage stormwater, and treat and reuse wastewater; The MA Water Conservation Standards are being implemented; Municipal regulations promote green infrastructure and the use of low impact development techniques; An Enterprise Fund or other mechanism is in place to fund maintenance and replacement of water infrastructure.

### Solid Waste and Site Cleanup

**Best Practice:** There is a documented plan and approach to Brownfield redevelopment; There is a solid waste master plan; Waste management best practices have been adopted (e.g. "pay as you throw").

### Promote Local Agriculture

**Best Practice:** A right to farm by-law or ordinance has been adopted; The community supports access to fresh produce through the creation of farmers markets and/or establishment of urban agriculture (e.g. commercial ventures or community gardens); Farmland is conserved through acquisition and/or regulation; Sustainable forestry is encouraged.

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## FINANCIAL MANAGEMENT Best Practices

### Budget Document

**Best Practice:** The annual budget is a municipality's most important annual policy-making document. As such, the budget document details all revenues and expenditures, provides a narrative describing priorities and financial challenges, and otherwise offers clear and transparent communication of community policies to residents and businesses.

### Financial Policies

**Best Practice:** Sound financial policies provide important structure and consistency around local fiscal policy decisions and are documented and adhered to. This best practice is achieved by evidence of documented fiscal policies including reserve levels, capital financing, and use of Free Cash.

### Long-range Planning/Forecasting

**Best Practice:** Financial forecasting and long-term planning help communities detect fiscal challenges earlier, develop strategies to address issues that emerge, and provide the context for analyzing multi-year contracts and other financial trends. There is a documented financial planning process and plan that assesses long-term financial implications of current and proposed policies, programs and assumptions.

### Capital Planning

**Best Practice:** Funding capital needs on a regular basis is critical to maintaining publicly-owned assets and delivering services effectively. The community develops and documents a multi-year capital plan that reflects a community's needs, is reviewed annually and fits within a financing plan that reflects the community's ability to pay.

### Review Financial Management Structure

**Best Practice:** A strong and appropriately structured finance team is critical to both the short- and long-term health of a municipality. Communities striving for this best practice will evaluate the structure and reporting relationships of its finance offices to ensure that they support accountability and a cohesive financial team process. To the extent that gaps are identified, the community develops a written plan for implementation of the desired finance team structure.

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## HOUSING AND ECONOMIC DEVELOPMENT Best Practices

### Preparing for Success

**Best Practice:** There is a demonstrated ability to partner with the private sector, non-profits, and public sector organizations in order to advance the housing and economic development vision and goals of the community as evidenced by the successful completion of public/private/non-profit project(s).

### Housing

**Best Practice:** There is a documented community-supported housing plan that accounts for changing demographics, including young families, workforce dynamics, and an aging population.

### Infrastructure

**Best Practice:** There is evidence of a community plan and process being followed to identify development sites and to undertake the necessary steps to enhance site readiness by ensuring the appropriate zoning, permitting, and land assembly.

### Competitiveness

**Best Practice:** There is evidence of the continuous use of performance measures for the evaluation of how competitive the community is compared to other communities in terms of attractiveness for commercial development, and housing expansion.

### Job Creation and Retention

**Best Practice:** There is a documented economic development plan which leverages local economic sector strengths, regional assets, encourages innovation and entrepreneurship, and demonstrates collaboration with educational institutions for the development of a workforce plan.

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## INFORMATION TECHNOLOGY Best Practices

### Cyber Security

**Best Practice:** There is a documented cyber-security strategy, including policies, procedures and controls aligned with an industry standard security framework.

### Transparency

**Best Practice:** There is a documented open data strategy including timelines for making municipal spending and budget information accessible from the city or town website in a machine readable and graphical format.

### Business Continuity

**Best Practice:** There is a written disaster recovery and backup plan for critical municipal systems along with a documented plan to transfer paper documents to an electronic format and securely store backup electronic municipal data in locations geographically separated from the primary source.

### Citizen Engagement

**Best Practice:** There is a documented citizen engagement strategy for deployment of technology solutions, including a public communication strategy and a professional development strategy to ensure that internal resources can effectively engage with users via technology.

### Data Standards

**Best Practice:** There is a documented plan to implement generally accepted data standards in use at the national or regional-level to promote system interoperability, local data analysis and regional data analysis.

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## REGIONALIZATION/SHARED SERVICES Best Practices

**Best Practice:** In an era of shrinking budgets, loss of seasoned employees to retirement, and increased need for service improvements, productive partnerships between municipalities make sense for some communities. This best practices encourages regionalization of some services and sharing resources among municipalities. Technical assistance is available to help your community and potential municipal partners determine if regionalizing is the path to take.

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## TRANSPORTATION AND CITIZENS SAFETY Best Practices

### Complete Streets

**Best Practice:** Complete Streets policies and programs provide accommodations for all users and modes, create safer and more livable neighborhoods, and encourage healthy transportation alternatives. The municipality will become certified through MassDOT and demonstrate the regular and routine inclusion of complete streets design elements and infrastructure on locally-funded roads.

### Safe Routes to School

**Best Practice:** The community will show evidence of a comprehensive safe routes to school program which includes the prioritization of snow removal around schools and routes to schools as well as snow removal from bus stops, clearly marked crosswalks, safe sidewalks, safe student pick-up/drop-off areas free from congestion. The program will also include student education on pedestrian safety such as taking care in walking past driveways and through a parking lot, using cross walks, and crossing with a crossing guard.

### A Safe and Mobile Future for Older Drivers

**Best Practice:** There is a documented plan to address the anticipated increase in older drivers in the years to come. The plan will include a goal for reducing crashes involving older drivers over the next five years, identification of the issues surrounding older driver mobility, including infrastructure improvements, education for older road users and the public with topics to include insurance and liability concerns, and medically impaired drivers, as well as identify and promote transportation options for older adults in the community.

### Sharing Best Practices

**Best Practice:** Municipal Public Works Departments and Highway Departments can learn from each other and share best practices about technologies and operating, maintaining and managing the assets and departments for which they are responsible. Participation in the Baystate Roads Program (BSR) is a demonstration of implementing this best practice. The Baystate Roads Program is a federally and state funded program that provides and facilitates the sharing of state of the art planning, design, and operational information for city and town public works managers.

### Citizen Safety

**Best Practice:** There are documented community-based programs to increase, pedestrian safety and motorcycle safety, and promote awareness of the use of seatbelts and child seats, the dangers of texting and distracted driving, the dangers of speeding and aggressive driving, and the dangers of driving while impaired. The community will demonstrate



participation in the Commonwealth's Office of Public Safety and Security's trainings and conferences as well as the dissemination of public safety information to citizens.

### **Timely Traffic Citation Submissions and Public Safety**

**Best Practice:** There are documented standards processes that when applied by police departments will improve the timely submission of Civil Motor Vehicle Infraction (CMVI) traffic citations. Timely submissions of traffic citations increases public safety by keeping dangerous drivers off the roads; allows faster distribution of funds to cities and towns and allows for timely addition of citations to violators driving records.

# Ideas for Future Zoning Work after Recodification (12-18-15)

	Comments	Status	SAC Priority	Spring 2016 Town Meeting??
<b>RESIDENTIAL USES</b>				
Allow 2 family by special permit in ARI	Further discussion needed	Yes per 7/20/15 meeting		
Allow 2 family by right in ARI	Further discussion needed	Yes per 7/20/15 meeting		
Regulate small scale (up to 250kw) ground mounted solar as an accessory use - subject to site plan review?	Discuss with Energy Committee	Low priority per 7/20/15 PEDB mtg		
Regulate/limit use of metal garages in residential districts	Define garage. Maintain residential feel. The size of garage to size of house	Yes per 7/20/15 meeting. Not a consensus on this per 12/8/15 mtg.		
Regulate/limit use of membrane storage structures in residential districts	Define. Limit to a certain size and location on parcel. Require screening?			
Kennel - Differentiate between personal use vs. more of a commercial operation (home based business?)	Further discussion needed with Animal Control Officer and Board of Health	Low priority per 7/20/15 PEDB mtg		
Allow for larger scale (over 250kw) ground mounted solar farms on undevelopable back lands in ARI. Special Permit.	Energy Committee is interested in this.	Low priority per 7/20/15 PEDB mtg		
Back Lot zoning to allow larger parcels with insufficient frontage to have 1 house. Special Permit with PEDB.		Yes per 7/20/15 meeting		
Clarify/specify what and how much on-site outside storage is allowed or not	Perhaps tie to a % of building footprint. Jack to look at this. Require shielding from public view.	Yes per 7/20/15 meeting.		

		Comments	Status	SAC Priority	Spring 2016 Town Meeting??
<b>COMMERCIAL USES</b>					
Outdoor dining		Question of whether on private property or public way. What amount of outdoor dining triggers additional parking? Special permit needed if beyond x number of seats?			
Clarification on what type of restaurant uses are by right. Should some be by special permit?		A definition for Restaurant was added at 11/16/15 town meeting.			
Kennel - home occupation vs. commercial operation		Further discussion needed with Animal Control Officer and Board of Health	Low priority per 7/20/15 PEDB mtg		
ATMs		Define and allow freestanding ATMs by special permit to address access concerns. Allow by right when included in a building with another use.	Yes per 7/20/15 meeting		
Clarify/specify what and how much on-site outside storage is allowed or not		Perhaps tie to a % of building footprint. Jack to look at this. Require shielding from public view.	Yes per 7/20/15 meeting.		
Change adult uses to be by special permit vs. by right		Yes.			
Hold further discussion on agricultural uses		Recommended per AG's letter	Definition added on 11/16/15		
Add some other uses to various districts - cinema, theatre, museums		Some by right, others by special permit			

	Comments	Status	SAC Priority	Spring 2016 Town Meeting??
Allow for small scale (under 250 kw) ground mounted solar as an accessory use - Subject to site plan review				
Add regs re: use of tractor trailers, etc. for outside storage of permanent or seasonal products				
<b>INDUSTRIAL USES</b>				
Allow small scale ground mounted solar as an accessory use - Subject to site plan review?	Discuss with Energy Committee			
Allow storage units as a by right use in Industrial I	PEDB does not want to allow for this use. Should this use be defined and added to Use Table as not being permitted anywhere?			
What might be needed to achieve Mass Bio Ready community status?	Stephanie M will check			
Add regs re: use of tractor trailers, etc. for outside storage of permanent or seasonal products	PEDB is interested in this.			
Clarify/specify what and how much on-site outside storage is allowed or not in Industrial III. Add language to Industrial I and II	Perhaps tie to a % of building footprint. Jack to look at this. Require screening from public view			

	Comments	Status	SAC Priority	Spring 2016 Town Meeting??
<b>DEFINITIONS - Section 2</b>				
Add a definition for abandonment				
Move definition for building height from 6.2 to DEFINITIONS	Already written.	Yes per 7/20/15 meeting		
Add definitions for cinema, museum, theatre				
Add definition for self storage unit		PEDB does not want to allow for this use. Should this use be defined and added to Use Table as not being permitted?		
Add definitions for various types of restaurants				
Add definition for accessory membrane structures such as a canvas garage				
Refine definition for family	Requested by Jack Mee	Not a high priority per 12/8/15 mtg		
Add definition for off-premises parking				
Revise definition of shopping center. Blend with definition for multi-tenant development				
<b>ADMINISTRATION - Section 3</b>				
Establish a Certificate of Zoning Compliance	Discuss pros/cons of this with PEDB and Jack Mee	Yes per 7/20/15 meeting.		
Specify items that need to be included in zoning variance and special permit decisions	Stephanie M to look at this			
Add section on DRC				
<b>ZBA - Section 3.2</b>				
Do we want to continue to allow USE Variances?	Probably Not. Discuss with ZBA.			



	Comments	Status	SAC Priority	Spring 2016 Town Meeting??
<b>SPECIAL PERMIT - Section 3.4</b>				
Revisit and broaden the default special permit decision criteria	Stephanie M to look at this			
<b>SITE PLAN REVIEW - Section 3.5</b>				
Exempt municipal uses from site plan review. Suggested by Mike Boynton	Not recommended			
Create an administrative site plan review process for small projects and for minor modifications to previously approved site plans	We can do this through the site plan rules and regs. Not needed.			
Discuss comments from AG's letter				
Revisit what constitutes major and minor site plans. Perhaps add specific activities to be subject to administrative site plan review				
<b>ESTABLISHMENT OF DISTRICTS - Section 4</b>				
Add text to specify the boundaries of zoning districts on a road would be the centerline of roadway	Yes per 7/20/15 meeting	Already written. Ready to go.		
<b>SCHEDULE OF USES - Section 5.4</b>				
Regulate off-premises parking				
Discuss comments from AG's letter re: agricultural uses				
Discuss comments from AG's letter re: disabled persons living in assisted living residences				

	Comments	Status	SAC Priority	Spring 2016 Town Meeting??
<b>SPECIAL PERMITS IN COMMERCIAL I DISTRICT - Section 5.4.1</b>	Discuss comments from AG's letter			
<b>NON-CONFORMING USES &amp; STRUCTURES - Section 5.5</b>	Allow ZEO to allow for frontage setback adjustments for additions to pre-existing non-conforming structure (Walpole)	Recommended by Jack Mee		
<b>FLOOD PLAIN/WETLAND PROTECTION DISTRICT - Section 5.6.1</b>	Discuss comments from AG's letter			
<b>ADAPTIVE USE OVERLAY DISTRICT (AUOD) - Section 5.6.2</b>	What do we mean by residential scale lighting??	Height limitations, style, no risers		
	Discuss comments from AG's letter re: legality of sidewalk fund			
<b>MULTI FAMILY - 5.6.4</b>				

Clarify open space required - 15% open w/ above setbacks? How contiguous should it be?

**DIMENSIONAL REGULATIONS - Section 6.2**

Establish a minimum distance between similar uses				
Establish different lot shape factors for commercial/ industrial zoned property vs. residential				
Establish a true lot coverage ratio, not just a bldg coverage ratio. This would include impervious surfaces (parking). Also, should we establish a lot coverage ratio for residential properties?	Yes.	Yes, per 7/20/15 meeting.		
Establish different setbacks for certain uses	Address this by defining what would be allowed within setbacks - fences, bus shelters, mailboxes, light posts, flagpoles would be OK.			
Limit height of fences in front yards and a portion of side yards back to the front setback line	Suggested by Jack Mee. Discussed at 12/8 PEDB mtg.			
Revisit requirement included in recodified bylaw - "An owner shall provide a means of access for vehicles from the frontage to a principal building for emergency services, for deliveries and for off-street parking."	Do you want to require that access to a parcel has to be from its frontage??			
Allow sheds less than 10' by 12' to be closer than 15' to side and back property lines if setback at least 100' from front lot line	Suggested by Jack Mee.			
Limit dimensions for accessory structures	Suggested by Jack Mee. Link to distance from setbacks. See Walpole bylaw.			

SITE DEVELOPMENT STANDARDS - Section 7.1		Comments	Status	SAC Priority	Spring 2016 Town Meeting??
Add requirements for open space		Part of Site Plan Rules and Regs?			
Add section on landscaping		Keep in Site Plan and Subdivision Rules and Regs			
Revisit buffering requirements and standards		See Table 2 - Dimensional Regulations			
Fences - Require shorter fence height (3') in front to at least the front setback line		Recommended by Jack Mee			
Add regulations for Common Driveways. Allow by right or special permit? NOTE - Common driveways are NOT private roadways.		We already have a definition. This would address where and how they could be used and construction basics.			
Establish regulations on location of accessory membrane structures		Define and limit thru setbacks; permanent vs. temporary			
Specify minimum distance of edge of driveway to property line.					
Establish regulations re: outside display of goods for sale		Suggested by Jack Mee			
Establish bylaw text to promote better accessibility and visitability of dwelling units		Suggested by Sue Rorke at 7/20/15 meeting	IS this a zoning matter or more of a general bylaw?		



		Comments	Status	SAC Priority	Spring 2016 Town Meeting??
<b>OFF STREET PARKING and LOADING REGULATIONS - Section 7.1.1</b>					
	Update parking standards especially for industrial uses	Stephanie M can help with this.			
	Add parking provisions for future reserve parking	Stephanie M can help with this.			
	Require that sheds and stored boats, trailers, swimming pools, etc. cannot be located within the front setback area of any lot	Suggested by Jack Mee			
<b>SIGN REGULATIONS - Section 7.2</b>					
	Revise Sign Regulations	Simplify and convert to a general bylaw to establish timeline to sunset pre-existing, non-conforming signs. Look at window signs, temporary signs, signs required by state law - Lottery, Auto Inspection, etc. Adjust amount of allowed sign surface area for wall signs to correspond to distance from street	Sign Bylaw Review Task Force to Be Established	Target November 2016 Town Meeting	No
	Revise Sign Regulations re: sign surface area for wall signs	Adjust amount of allowed sign surface area for wall signs to correlate to distance of façade from street frontage.	Sign Bylaw Review Task Force to Be Established	Target November 2016 Town Meeting	No
	Discuss Comments from AG's letter.				

	Comments	Status	SAC Priority	Spring 2016 Town Meeting??
<b>ENVIRONMENTAL STANDARDS - Section 7.3</b>	Remove/update many of the outdated environmental standards, especially noise and odor	Further research needed on what to replace with.		
<b>INFILL HOUSING - Section 8.1</b>	Infill Affordable Housing - Revise to allow for splits of land to create a nonconforming lot that could only be used for affordable housing	Need to discuss with Town Counsel. ?? on legality		
Discuss comments from AG's letter re: legality of limiting the interior area of a single family residential building				
<b>OPEN SPACE RESIDENTIAL DEVELOPMENT (OSRD) - Section 8.4</b>	Discuss comments from AG's letter			
<b>ADULT RETIREMENT COMMUNITY PLANNED UNIT DEVELOPMENT (ARCPUD) - Section 8.5</b>	Discuss comments from AG's letter re disabled persons			
Revise definition of independent living units so to achieve a more equitable result of producing affordable dwelling units				

		Comments	Status	Sac Priority	Spring 2016 Town Meeting??
<b>AFFORDABLE HOUSING - Section 8.6</b>					
	Revisit Affordable Housing requirements - How to calculate amount of payment in lieu of construction; review density bonus formula; etc.	Judi Barrett recommends increasing the density bonus to encourage actual production of affordable units. Link required % of affordable dwelling units to size of development. Research other ways to incentivize. Goal is to discourage payment in lieu of option. Add requirement for a recommendation from the Affordable Housing Trust re: payment in lieu of option			
	Discuss comments in AG's letter re: size of affordable dwelling units				
<b>ACCESSORY FAMILY DWELLING UNITS - Section 8.2</b>					
	Broaden accessory family dwelling unit language to allow for nannies & caregivers; require an annual accessory family dwelling unit certificate	ZBA definitely interested in this.	We already have a draft.		



		Comments	Status	Sac Priority	Spring 2016 Town Meeting??
<b>NEW ZONING DISTRICTS</b>					
	Establish a new <b>Village Residential (VR) Zoning District</b> generally in the areas where the 2 National Register Historic Districts are located. Revise dimensional requirements to more closely match what exists on the ground. Allow for 2 family by right.	This would also involve revising the zoning map to switch some properties within AR11 to the new VR district.	WE already have a draft. Key issue is how to define the boundaries of new VR district.		
	Create a new <b>Traditional Neighborhood Development overlay district</b> for new construction that would allow for more dense, Smart Growth type neighborhood - similar to neighborhood like Ye Olde Village Square in Medfield on east side of Route 27/south of Route 109. Not the same level of density as 40R but denser than what we allow now.	This would be good for the Cassidy property behind Medway Commons. Look at Smart Growth report by Gino Carlucci from several years ago.			
	Create an Early Suburban Zoning District with dimensional requirements to more closely match what exists on the ground. Good for Brentwood and other smaller lot, early post WWII subdivisions.				
75	Combine Commercial III and IV into a newly named Village Commercial Zoning classification				
76	Create a new limited business type zone for area adjacent to Commercial V	Is it time to let this go??			
77	40R type zoning for Oak Grove	Part of Urban Renewal Plan			NO

		Comments	Status	Sac Priority	Spring 2016 Town Meeting??
<b>ZONING MAP REVISIONS</b>					
	Clean up district boundary lines at many locations to coincide with parcel lines				
	Rezone a portion of the west side of West Street north of Route 126 from AR11 to Industrial II to reflect current usage.				
	Expand boundaries of Industrial I district (east side industrial park)				
	Amend zoning map to reflect new Village Commercial Zoning District when/if such a district is established				
	Create another Village Commercial Zoning district on Main Street/Route 109 from Medway Mill west toward Medway Community Church				
	<b>OVERALL</b>				
	Modify text to provide for italics, bolding and other styling edits throughout the bylaw for ease of reading and use.	Already written.			
	<b>GENERAL BYLAW IDEAS</b>				
	Establish some property maintenance regulations to address junk, dilapidation, blight, accumulated unregistered vehicles, collections of debris, etc.	Definitely need to consider something. Need input from Jack. Property maintenance is an optional part of the Building Code but it pertains to structures, not sites.			
	Establish start and stop times for construction work		We have a draft. Needs work.		

		Comments	Status	Sac Priority	Spring 2016 Town Meeting??
	Establish a land disturbance bylaw to address land excavation/clear cutting	Yes. Don't allow until permits are issued.	We have a draft of this from 2013.		
	Regulate the amount and quality of fill being brought onto development sites	Of interest to Bridget Graziano and Jack Mee			
	Revise DRC general bylaw	DRC wants to refine its bylaw to be clearer about its scope and duties	DRC will review draft at its 12/21/15 mtg		
	Revise general bylaw to increase required fence height around pools to 5'	Suggested by Jack Mee	Discussed at 12/8/15 PEDB mtg. Jack to take lead on this.		
	Add a general bylaw regulating the on-street parking of Class IV and above vehicles	Suggested by Jack Mee			
	Updated 12-18-15				

## Susan Affleck-Childs

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**From:** Stephanie Mercandetti  
**Sent:** Tuesday, December 22, 2015 6:26 PM  
**To:** Susan Affleck-Childs; Jack Mee  
**Subject:** RE: zoning bylaw amendments list

Some priorities based upon the "working list" so far (in no particular order and may change):

- Dimensional regulations (some of the items on the lists could be combined into one article)
- Excavation/filling of earth (could include language for land clearing)
- Garages/accessory structures
- Accessory dwellings
- Affordable Housing Bylaw
- % of area allowed for outside storage
- Certificate of Zoning Compliance
- Open display of goods for sale
- Define Auto Repair and Auto Body
- \*AG Comments (not necessarily priority but would like addressed as we work on the various sections)

Thanks,  
Steph

Stephanie A. Mercandetti  
Director, Community & Economic Development  
Town of Medway  
155 Village Street  
Medway, MA 02053  
Ph: 508.321.4918  
Email: smercandetti@townofmedway.org

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**From:** Susan Affleck-Childs  
**Sent:** Tuesday, December 22, 2015 1:35 PM  
**To:** Stephanie Mercandetti; Jack Mee  
**Subject:** zoning bylaw amendments list

Hi,

I know you are both crunched for time. But, could you go through the list and let me know by the end of the afternoon which of the many possible ZBL amendments you feel we should work on for the spring 2016 town meeting? The PEDB is looking for recommendations from us.

Thanks.

*Susy*

Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

Town of Medway

**Board of  
Selectmen**

*John A. Forista,  
Chair  
Maurice Willet*



*Medway Town Hall  
155 Village Street  
Medway, MA 02053  
Tel: (508) 538-5300*

## TOWN OF MEDWAY

COMMONWEALTH OF

To: All Department Heads, Board & Committee Chairs

From: Board of Selectmen

Date: December 8, 2015

Re: Fiscal Year 2017 Budget Process

The time has arrived to prepare the FY'2017 budget. **Your complete budget request must be entered into MUNIS no later than 12:00PM on December 31, 2015.** Following this date, the Finance Team led by the Town Administrator will begin the budget balancing process and will meet with departments and/or committees as necessary in early January to review these requests. It is expected that the Board of Selectmen will meet to review the budget plan in late February/early March, followed by a review by the Finance Committee.

### **FISCAL YEAR 2017 BUDGET POLICY STATEMENT**

It is the policy of the Board of Selectmen that the Fiscal Year 2017 Budget shall be developed with a goal of continuing to provide a level-service delivery approach with an eye toward service enhancements where possible. The Board seeks to continue an outstanding partnership between Municipal and School Departments, and encourages all departments to develop budgets that identify needs on a priority basis, while at the same time being very cognizant of the financial realities and limitations that exist today. Departments shall observe the guidelines contained herein in the preparation of budgets.

The Board of Selectmen recognizes the Budget development requirements of the Medway School Committee, and that the creation of the School budget will adhere to that procedure and established timeline. Municipal Departments shall observe the guidelines contained herein in the preparation of budgets.

It is the ultimate goal of the Board to deliver an FY'2017 budget plan that best meets the needs of the Community for the ensuing twelve-month period.

### **PERSONNEL SERVICES BUDGETS**

1.) Salaries & Wages for FY'2017: All salaries and wages calculations will be based on 52.2 weeks.



Wages for Union personnel should be funded in accordance with the applicable union contracts. Non-union personnel wages should be calculated in accordance with prior practice.

2.) In terms of new position requests or increases in hours, you may make the request with full explanation and justification back up. Any changes or additions here will be reviewed on a priority basis and are subject to available funding.

### **EXPENSE BUDGETS**

1) All expense budgets shall be accompanied by a detailed description/justification of each line item. This explanation shall be in the format provided for in the MUNIS system. A complete and thorough justification should be entered into the "text" section in MUNIS, which has no limit on length.

2) Do not simply level fund line items and do not add to items without proper justification. Some lines may need to be reduced from this year's levels, and others may require increases. Please only budget increases based upon identified and essential needs. Please also remember to be as understanding of our fiscal constraints as possible. Not every request can possibly be funded. It remains a possibility that budget adjustments may be necessary well into the budget process pending local aid projections from the Commonwealth or changes in available funding.

3) Be specific with ALL requests. You must show expense needs in the appropriate line items, and justify each. If an appropriately titled line item does not currently exist for the requested expense, please contact the Finance Director to provide the correct new number and placement for the inclusion.

4) Carefully review the text used for each expense line item in MUNIS. Please review every MUNIS line item. The text will appear on the budget reports.

### **BUDGET PROCESS**

In addition to your efforts, over the next few months, the Finance Team will be working on overall budget projections with a focus of identifying solid revenue estimates. In all cases, everyone plays an important role in this process.

If, at any time during your budget preparation you need assistance or have questions, please do not hesitate to contact Carol or Michael. Again, thank you for your cooperation and solid efforts!

cc: Town Administrator  
Finance Director



**Planning and Economic Development Budget**

	FY13 Actual Expenditures	FY14 Actual Expenditures	FY15 Actual Expenditures	FY16 Budget	Proposed FY17	Notes
Full-Time Salaries	\$ 66,414.17	\$ 68,236.07	\$ 69,543.20	\$ 71,150.00	\$ 72,286.50	
Part-Time Salaries	\$ 28,362.95	\$ 27,240.36	\$ 27,277.01	\$ -	\$ -	
Longevity	\$ 250.00	\$ 300.00	\$ 350.00	\$ 350.00	\$ 350.00	
Consulting Services	\$ 25,059.30	\$ 18,665.72	\$ 2,588.75	\$ 4,000.00	\$ 4,000.00	
Advertising	\$ 921.31	\$ 1,014.56	\$ 1,375.36	\$ 1,500.00	\$ 1,500.00	
Printing	\$ 194.18	\$ 649.75	\$ 214.15	\$ 400.00	\$ 400.00	
Contracted Services	\$ 2,313.98	\$ 4,006.00	\$ 4,407.75	\$ -	\$ -	
Mapping	\$ 700.00	\$ 700.00	\$ 1,590.00	\$ -	\$ -	
Office Supplies	\$ 535.45	\$ 404.54	\$ 215.58	\$ 400.00	\$ 400.00	
Books	\$ 84.63	\$ 92.27	\$ 97.73	\$ 210.00	\$ 210.00	
In-state Travel	\$ 252.64	\$ 352.55	\$ 290.69	\$ 350.00	\$ 250.00	
Dues/Subscriptions/Workshops	\$ 141.50	\$ 380.00	\$ 450.00	\$ 500.00	\$ 500.00	
<i>Office Equipment</i>	\$ 348.40	\$ -	\$ 514.97	\$ 500.00	\$ 500.00	
<b>Total</b>	<b>\$ 125,578.51</b>	<b>\$ 122,041.82</b>	<b>\$ 108,915.19</b>	<b>\$ 79,360.00</b>	<b>\$ 80,396.50</b>	

NOTE - There are no budget line items for postage, telephone, or legal expenses.

*Contract - FY13/14  
for FY13/14*