

Tuesday, March 10, 2015
Planning and Economic Development Board
155 Village Street
Medway, MA 02053

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

ALSO PRESENT:

Consultant Gino Carlucci, PGC Associates
Planning and Economic Development Coordinator, Susy Affleck-Childs
Recording Secretary, Amy Sutherland

The Chairman opened the meeting at 7:00 pm.

There were no public comments.

Wedgewood Subdivision Rescission

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

- Revised draft decision dated 3-9-2015.

Attorney Kirsten Jensen representing Charlotte Realty Trust was present at the meeting and has reviewed the decision. She is comfortable with it.

The Board would like reference to citizen resident testimony added to the decision. Town Counsel has recommended the inclusion of finding #4 – “The Board finds that lots 1,2,3,4 and 5 have been sold or mortgaged in good faith and for a valuable consideration subsequent to the approval of the subdivision plan, and said owners and mortgages have not consented to the rescission. Accordingly, the rescission of this subdivision does not affect lots 1,2,3,4, and 5 shown on the subdivision plan.”

The Board is in agreement with this addition to the findings.

Findings:

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted to accept the findings for the Wedgewood Subdivision Certificate of Action.

Decision:

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted to approve the decision for the Wedgewood Subdivision Rescission.

Construction Reports:

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

- Applegate – March 4, 2015
- Charles River Village – March 4, 2015
- Norwood Acres – March 4, 2015
- Williamsburg – March 4, 2015

146 Main Street – Bond Refund Release:

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

- Email dated 3/2/15 from Dick Steinhoff requesting a bond refund for 146 Main ST.
- Email dated 3/5/15 from Susy Affleck-Childs to Richard Steinhoff
- AUOD modified decision for 146 Main Street dated 12/3/13

There is a request from Dick Steinhoff for a bond refund for the sidewalks. His son, Kirk Steinhoff, was present speaking on his behalf.

The language in the modified AUOD decision states that the Planning and Economic Development Board would release the bond within 30 days after the Town executes a contract with MassDOT. Susy has learned that the Town and Mass DOT don't actually enter into a contract, so the PEDB cannot use that as a marker of progress. The Board would like to reference the date when MassDOT puts the project out to bid as being the date when the Board would refund the sidewalk bond funds. The project drawings expect to be completed by July 2015 and the opening of bids is expected in September 2015, with the project starting construction in the spring of 2016.

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to hold off on releasing the bond until the bid project date is provided by MassDOT.

Complete Streets:

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

- Draft Medway Complete Streets policy (12-10-2015)

Bob Weiss, who is the Medway/Millis Energy Coordinator was present for the presentation on Complete Streets.

Susy provided a Complete Streets slide presentation at the meeting. **(See Attached)**. This is an adaptation of the presentation made by Chris Kushel from MAPC at the March 2, 2015 Board of Selectmen meeting. Communities are recognizing that streets are more than thoroughfares for vehicles and Massachusetts has joined in the national movement for complete streets to recognize walking, biking and transit as an important means of travel. Complete Streets includes improving roadways to include planning, designing, and constructing. Complete streets are roadways which are safe, and accessible for all users. The type of street may vary depending on whether it is a city street versus a rural road. The elements found in a complete street would include; benches, trash receptacles, tree/plantings, handicap accessible curb cuts, sidewalks,

visible crosswalks, countdown clocks, audible cross signals, pedestrian warning signs, street lighting, bike lanes, bike racks, wide shoulders, bike signage, cycle tracks, rumble strips, and reduced speed limit signs. The pavement for the sidewalk areas would be in good condition without cracks or holes.

The benefits of Complete Streets would be increased safety and reduced personal transportation costs along with improved health and well-being. If the town were to join the complete streets movement and become certified by Mass DOT, the town has potential access to funding through the Complete Streets legislation. The application process for certification will begin Spring/Summer 2015.

The Board wanted to know what the financial impact of this could be.

Susy explained that there would need to be long range planning and the Town has begun the preparation of a Complete Streets policy.

Task Force Reports:

Bob Tucker reported that the Community Preservation Committee had a meeting and there are no new projects. There was discussion about open space land, but there is further work that needs to be done.

Karyl Spiller-Walsh reported that the Design Review Committee met with the Salmon Health Team. This was a productive meeting.

Zoning Bylaw Amendments

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

- Status report dated 3-4-15 on community outreach efforts.

The Board was made aware that Susy has asked Judi Barrett for a draft of the presentation she will be making at the March 17, 2015 public hearing. Susy does not expect to receive the presentation material until Tuesday, which will then be forwarded to the Board.

The Board would like Judi to provide the explanatory overview of the recodification as relating to the original scope of the task. It was also suggested that she explain what will be need to revised in the future. There was a recommendation to have Judi highlight one of the old text which has been changed into the new document

Design Review Services for Tri Valley Commons

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

- Scope of Services dated March 12, 2015.
- A price quote dated March 12, 2015 from The Cecil Group.

It was explained that the packet included a price quote in the amount of \$2,240 from The Cecil Group to assist the Planning and Economic Board and the Design Review Committee review the Tri Valley Commons Site plan.

The Chairman explained that it would be beneficial to have the consultant work on the Tri-Valley project since they are already going to work on the guidelines.

Member Gay is opposed to having The Cecil Group do the consultant work for Tri-Valley Commons since it could present a conflict since they are working with the Design Review Committee on the Update to the Design Review Guidelines.

This will be further discussed with the Design Review Committee at their meeting, since there is no need for action at this point.

Other Business:

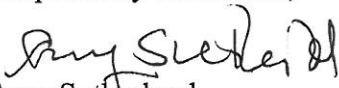
- A letter will be sent to sign companies to remind them that if a sign needs a permit. There will be at least 39 letters sent out. The letter will come from the Building Inspector and Design Review Committee.
- The GPI contract for traffic review services for Tri Valley Commons is on the Board of Selectmen agenda for Monday March 16, 2015.
- There is an application coming for a small lot subdivision on Fisher Street.
- There is an Inclusionary Zoning Workshop on Wednesday March 18, 2015 in Plymouth that Susy is planning to attend.

ADJOURN

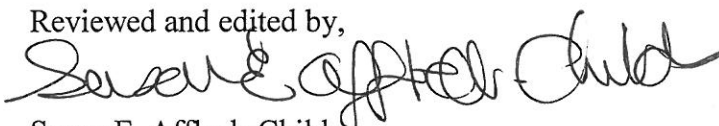
On a motion made by Karyl Spiller-Walsh, and seconded by Matt Hayes, the Board voted unanimously to adjourn the meeting.

The meeting was adjourned at 8:25 pm.

Respectfully Submitted,


Amy Sutherland
Recording Secretary

Reviewed and edited by,


Susan E. Affleck-Childs
Planning and Economic Development Coordinator



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

Andy Rodenhiser, Chairman
Robert K. Tucker, Vice-Chairman
Thomas A. Gay, Clerk
Matthew J. Hayes, P.E.
Karyl Spiller-Walsh

REVISED Draft – March 9, 2015

CERTIFICATE OF ACTION
Wedgewood Subdivision – Rescission

Location: 261R Village Street
Assessors' Reference: Map 69 - Parcel 021
Parcel Size: 43.1 acres
Name/Address of Applicant: Charlotte Realty LLC
P.O. Box 233
Sharon, MA 02067
Name/Address of Property Owner: Charlotte Realty LLC
P.O. Box 233
Sharon, MA 02067
Engineer: B & E Engineering Associates, Inc.
1 Russell Street
Woburn, MA
Plan Dated: May 6, 1963, last revised August 12, 1965
Zoning District: Agricultural Residential II

- I. BACKGROUND:** The Wedgewood Subdivision Plan shows the division of the 43.1 acre parcel located in the Agricultural and Residential II (ARII) zoning district at 261R Village Street into 60 single-family residential house lots and the associated roadways.

The Wedgewood Subdivision Plan was endorsed by the Medway Planning Board on October 2, 1965 and was recorded at the Norfolk County Registry of Deeds on February 3, 1966 as Plan 107 in Book 220. The associated subdivision Covenant was recorded on February 3, 1966 in Book 4328, pages 597-598.

At the time the plan was approved, the property was owned by Frank R. Equi of Winchester, MA. The property is presently owned by Charlotte Realty LLC of Sharon, MA.

II. PROCEDURAL SUMMARY:

1. On January 7, 2015, the Planning and Economic Development Board received an application to rescind the previously approved Wedgewood Subdivision Plan.
2. On January 8, 2015 the Board informed various Town boards and departments, including the Board of Health, of the public hearing on the proposed Wedgewood Subdivision and requested review comments.
3. The Board scheduled a public hearing to commence on January 27, 2015. Notice was posted with the Medway Town Clerk on January 8, 2015 and was sent by *Certified Sent* mail on January 12, 2015 to abutters in Medway within 300 feet of the subject property and to parties of interest. The public hearing was duly noticed in the *Milford Daily News* on January 13 and 20, 2015. The public hearing had to be cancelled due to unsafe winter weather conditions on January 26 and 27, 2015.
4. The public hearing was rescheduled to February 24, 2015. Notice was posted with the Medway Town Clerk on January 26, 2015 and was sent by Certified Sent mail on February 3, 2015. The new public hearing was duly noticed in the *Milford Daily News* on February 9 and 17, 2015.
5. The new public hearing was opened on February 24, 2015. It was continued to March 10, 2015 at which time it was closed.
6. All members voting on this Certificate of Action were present at all sessions of the public hearing or have provided a certification pursuant to General Laws c. 39 section 23D.

- III. PUBLIC HEARING SUMMARY:** The public hearing and the Board's review of proposed rescission of the Wedgewood Subdivision Plan were conducted over the course of two Planning and Economic Development Board meetings.

Specified below is a list of plan documents and support materials, public comments, consultant and town departmental board review documents, and supplemental information which have been provided by the Applicant or placed on the record by the Planning and Economic Development Board. All information is on file in the Medway Planning and Economic Development office and is available for public review (except for confidential communications from Town Counsel).

Wedgewood Subdivision Plan Application Materials

- Form C-3 – Application to Amend, Modify or Rescind an Approved Definitive Subdivision Plan and/or Decision – received January 7, 2015
- Wedgewood Subdivision Plan prepared by B & E Engineering Associates, Inc., 1 Russell Street Woburn, MA, dated May 6, 1963, last revised August 12, 1965
- Wedgewood Subdivision Covenant dated November 1, 1965.

Citizen/Resident Letters - None

Citizen/Resident Testimony - None

Applicant Testimony

Applicant's attorney Kirsten Jenkins of Holliston, MA.

IV. FINDINGS: At its meeting on March 10, 2015, a motion was made by _____ and seconded by _____, to approve the following **FINDINGS**:

1. Except for Lots 1, 2, 3, 4 and 5 (247, 249, 251, 153 and 255 Village Street respectively), the remainder of the Wedgewood Subdivision has not been constructed.
2. The current owner, Charlotte Realty LLC, wishes to sell the subject property except for lots 1, 2, 3, 4, and 5.
3. The prospective buyer requires that the property title be cleared of the subdivision plan and associated covenant.
4. The Board finds that lots 1, 2, 3, 4, and 5 have been sold or mortgaged in good faith and for a valuable consideration subsequent to the approval of the subdivision plan, and said owners and mortgagees have not consented to this rescission. Accordingly, the rescission of this subdivision does not affect lots 1, 2, 3, 4, and 5 shown on the subdivision plan.

The motion was _____ by a vote of ___ in favor () and ___ opposed ().

V. DECISION – At a duly called and properly posted meeting of the Medway Planning and Economic Development Board held on March 10, 2015, a motion was made by _____ and seconded by _____ to rescind the previously approved **Wedgewood Subdivision Plan** prepared by B & E Engineering Associates of Woburn, MA dated May 6, 1963 and the associated Subdivision Covenant dated November 1, 1965 subject to the Conditions as specified herein, and based upon Finding No. 4 above, lots 1, 2, 3, 4 and 5 are not affected by this rescission.

The motion was _____ by a vote of ___ in favor () and ___ opposed ().

VI. CONDITIONS – The following conditions shall apply to the Applicant, its executors, administrators, devisees, heirs, successors and assigns:

1. This rescission pertains only to lots 10 – 65 and all roadways as shown on the noted Wedgewood subdivision plan. Lots 1, 2, 3, 4, and 5 are not affected by this rescission.
2. *Expiration of Appeal Period* – Prior to endorsement of the definitive subdivision plan, the Planning and Economic Development Board must receive the statutory notification of the expiration of the twenty day appeal period from the Town Clerk's office.

**WEDGEWOOD SUBDIVISION PLAN RESCISSION
CERTIFICATE OF ACTION
MEDWAY PLANNING AND ECONOMIC DEVELOPMENT BOARD**

Date of Action by the Medway Planning and Economic Development Board: _____

AYE:

NAY:

Date Signed: _____

Attest:

Susan E. Affleck-Childs
Planning and Economic Development Coordinator

Date

Copies To: Kirsten Jensen
Jeff Robinson
Stephanie Bacon, Health Agent
David D'Amico, Public Services
Jack Mee, Building Commissioner
Thomas Holder, Public Services
Michael Boynton, Town Administrator
Jeff Lynch, Fire Chief
Donna Greenwood, Assessor
Melanie Phillips, Treasurer/Collector
Barbara Saint Andre, Town Counsel
Bridget Graziano Conservation Agent
Sergeant Jeffrey Watson, Police Safety Officer
Maryjane White, Town Clerk



February 24, 2015
Medway Planning & Economic Development Board
Meeting

Construction Reports

- Applegate – March 4, 2015
- Charles River Village – March 4, 2015
- Millstone Village – March 4, 2015
- Norwood Acres – March 4, 2015
- Williamsburg – March 4, 2015

Tetra Tech
 One Grant Street
 Framingham, MA 01701

Project Applegate Farm	Date 03-04-15	Report No. 56
Location Coffee/Ellis Street, Medway, MA	Project No. 143-21583-12007	Sheet 1 of 2
Contractor Unique Homes Eric Johnson	Weather A.M. CLOUDY P.M.	Temperature A.M. 40° P.M.

FIELD OBSERVATIONS

On Wednesday, March 4, 2014, Steve Bouley from Tetra Tech visited the project site to inspect the stormwater system and the current condition of the site. The following observations were made:

1. Observations

- A. The area received rainfall this morning as well as temperatures in the 40's which has begun to melt snow. It appears the drainage system is functioning as designed and very limited ponding was observed. The drainage basin was not able to accessed due to excessive snow cover.
- B. Areas trenched during the electric conduit install are beginning to settle. These areas should be closely monitored through the spring thaw and repaired if damage persists.

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	Sidewalk Paver		
Electricians		Grader	Power Saw		
Flagpersons		Crane	Conc. Vib.		
Surveyors		Scraper	Tree Remover		
Blasting Crew		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: 9:00 A.M. - 9:30 A.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative: Steve Bouley	

Project Applegate Farm	Date 03-04-15	Report No. 56
Location Coffee/Ellis Street, Medway, MA	Project No. 143-21583-12007	Sheet 2 of 2
Contractor Unique Homes Eric Johnson	Weather A.M. CLOUDY P.M.	Temperature A.M. 40° P.M.

FIELD OBSERVATIONS CONTINUED

2. Schedule

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

3. New Action Items

- A. Patches in the pavement should be monitored during the spring thaw and repaired if damage persists.

4. Previous Open Action Items

- A. The pavement in Coffee Street where the sewer connection was made needs to be repaired. *5/18 Update: Mr. Canesi has repaired that pavement in this location. The pavement is a temporary patch and will need to be repaired in a final condition prior to the completion of the project.*
- B. SMH 11 appears to be set too low. The flat top section of the structure is set at least 5' below the roadway grade. It appears that there is a discrepancy on the plan between the finish grade elevation in this area as shown on the profile versus the plan views. *5/18 Update: Mr. Canesi stated that he noticed this discrepancy but the structures were already ordered per the elevations provided in the profile. They will discuss with owner and revise as necessary. It should be easy to remove the flat top and add another riser section to raise the elevation as necessary.*
- C. Canesi requested that we connect the existing house on Lot 9R to the new sewer installed in Road A. TT will check with the DPS and Planning Board about connecting a house to the system prior to a bond being submitted. *DPS felt that TT should conduct a thorough inspection of the sewer system prior to allowing the new connection. It is also noted that the connection would be done at the risk to the Owner, meaning if there is an issue with the sewer line within the subdivision or on the house owners property, the town is not yet responsible for operation and maintenance of that line. A sketch shall be submitted to the BOH upon capping of the forcemain.*
- D. The DPS has notified us that the project requires two water connection permits and will require an additional sewer connection permit when the main building on Lot 9R is reconnected into the Applegate Subdivision sewer system.

5. Materials Delivered to Site Since Last Inspection:

- A. N/A.

Tetra Tech
 One Grant Street
 Framingham, MA 01701

Project Charles River Village	Date 03-04-2015	Report No. 53
Location Neelon Lane, Medway, MA	Project No. 143-21583-13014	Sheet 1 of 2
Contractor Canesi Bros.	Weather A.M. CLOUDY P.M.	Temperature A.M. 40 P.M.

FIELD OBSERVATIONS

On Wednesday, March 4, 2014, Steve Bouley from Tetra Tech visited the project site to inspect the stormwater system and the current condition of the site. The following observations were made:

1. Observations

- A. The area received rainfall this morning as well as temperatures in the 40's which has begun to melt snow. It appears the drainage system is functioning as designed and very limited ponding was observed. The contractors should continue to keep catch basins clear to prevent ponding/refreezing once spring arrives. Drainage basins were not able to be accessed due to excessive snow cover.

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		
Owner		Conc. Mixer	Chipper		
		Conc. Truck	Screenner		
		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	RESIDENT REPRESENTATIVE FORCE	
Time on site: 9:30 A.M – 10:00 A.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative: Steve Bouley	

Project Charles River Village	Date 03-04-2015	Report No. 53
Location Neelon Lane, Medway, MA	Project No. 143-21583-13014	Sheet 2 of 2
Contractor Canesi Bros.	Weather A.M. CLOUDY P.M.	Temperature A.M. 40 P.M.

FIELD OBSERVATIONS CONTINUED

2. Schedule

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

3. New Action Items

- A. Conservation/TT will inspect the site during the next heavy rain event to determine if any sediment is flowing off-site.

4. Previous Open Action Items

- A. We discussed on-site the surface treatment of Cherokee Lane. The project conditions and plans require the applicant to provide a design for the roadway which supports the weight of a fire truck. I reminded the applicant that this was a requirement through e-mails and their engineer contacted me to discuss. We will continue to coordinate on this issue. *The Applicant and I discussed the surface treatment again and decided that the installation of crushed stone over a typical roadway subbase may be a good solution to meet the requirements of project conditions as well as the desires of the planning board, public services, and the fire department. We will continue with that approach and present to the interested parties.*
- B. Now that the sanitary sewer line has been completely installed along with the services, a pressure test shall be conducted per the regulations. *The pressure test of both the water and sewer has been completed. We will keep it as an action item until we receive the reports from the subcontractor and can verify the test results. A sieve test shall be supplied for both the gravel borrow and the dense graded crushed stone proposed below the pavement. The contractor has provided the positive pressure and chlorination tests for the water line however we are waiting for the pressure test results for the sewer.*
- C. There were a few items that should be completed prior to house construction. They include the installation of the "No Parking" signs along Neelon, rip-rap at pipe ends (outside of basins), sweeping of Cherokee Lane. *These items have been addressed. There is one sign (20 MPH) that has not been installed because it may conflict with the private utilities. It will be installed after the utilities to ensure proper clearance.*
- D. A few drainage items should be addressed including installation of additional rip-rap in the basin adjacent to building 4, rip-rap at the outlet pipe on Cherokee Lane, and modification of the swale on Cherokee Lane.

5. Materials Delivered to Site Since Last Inspection:

Tetra Tech
 One Grant Street
 Framingham, MA 01701

Project Millstone Village	Date 03-04-15	Report No. 42
Location Winthrop Street	Project No. 143-21583-14018	Sheet 1 of 2
Contractor Titan Contracting Dave Zercoe	Weather A.M. CLOUDY P.M.	Temperature A.M. 40° P.M.

FIELD OBSERVATIONS

On Wednesday, March 4, 2014, Steve Bouley from Tetra Tech visited the project site to inspect the stormwater system and the current condition of the site. The following observations were made:

1. Observations

- A. The area received rainfall this morning as well as temperatures in the 40's which has begun to melt snow. It appears the drainage system is functioning as designed and very limited ponding was observed. The contractors should continue to keep catch basins clear to prevent ponding/refreezing once spring arrives. Drainage basin were not able to be accessed due to excessive snow cover.

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		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	Rock Crusher			
Surveyors		Articulating Dump Truck	Chipper			
Driller		Conc. Truck	Screener			
Blast Crew		Pickup Truck	Drill Rig			
Sewer/Water Tester		Dump Truck 6 Whl	Boom Lift			
		Dump Truck 10 Whl	Water Truck			
		Dump Truck 14 Whl	Lull			
		Dump Truck 18 Whl	Gradall			

OFFICIAL VISITORS TO JOB

Police Details:		RESIDENT REPRESENTATIVE FORCE	
Time on site: 10:00 A.M. – 10:30 A.M.		Name	Name
CONTRACTOR'S Hours of Work:			
		Resident Representative: Steven Bouley	

Project Millstone Village	Date 03-04-15	Report No. 42
Location Winthrop Street	Project No. 143-21583-14018	Sheet 2 of 2
Contractor Titan Contracting Dave Zercoe	Weather A.M. CLOUDY P.M.	Temperature A.M. 40° P.M.

FIELD OBSERVATIONS CONTINUED

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

- 3. New Action Items
 - A. N/A

- 4. Previous Open Action Items
 - A. Contractor to finish pave sewer/water trenches in Winthrop Street.

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

Tetra Tech
 One Grant Street
 Framingham, MA 01701

Project Norwood Acres	Date 03-04-15	Report No. 05
Location Trail Drive/Summer St. (Rt. 126)	Project No. 143-21583-14004	Sheet 1 of 2
Contractor Wayne Marshall	Weather A.M. CLOUDY P.M.	Temperature A.M. 40° P.M.

FIELD OBSERVATIONS

On Wednesday, March 4, 2014, Steve Bouley from Tetra Tech visited the project site to inspect the stormwater system and the current condition of the site. The following observations were made:

1. Observations

- A. The area received rainfall this morning as well as temperatures in the 40's which has begun to melt snow. It appears the drainage system is functioning as designed and the gravel driveway appears to be holding up to the wet conditions. However, the condition of the gravel driveway should be monitored during the spring thaw as gravel roadways tend to deteriorate in wet conditions. Drainage basins were not able to be accessed due to excessive snow cover.

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	Screenner		
		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: 10:30 A.M. – 11:00 A.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative: Steve Bouley	

Project Norwood Acres	Date 03-04-15	Report No. 05
Location Trail Drive/Summer St. (Rt. 126)	Project No. 143-21583-14004	Sheet 2 of 2
Contractor Wayne Marshall	Weather A.M. CLOUDY P.M.	Temperature A.M. 40° P.M.

FIELD OBSERVATIONS CONTINUED

2. Schedule

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

3. New Action Items

- A. N/A

4. Previous Open Action Items

- A. The 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

Tetra Tech
 One Grant Street
 Framingham, MA 01701

Project Williamsburg Way OSRD	Date 03-04-2015	Report No. 36
Location West Street, Medway, MA	Project No. 127-21583-10002	Sheet 1 of 1
Contractor Canesi Bros. Inc.	Weather A.M. CLOUDY P.M.	Temperature A.M. 40 P.M.

FIELD OBSERVATIONS

On Wednesday, March 4, 2014, Steve Bouley from Tetra Tech visited the project site to inspect the stormwater system and the current condition of the site. The following observations were made:

1. Observations

- A. The area received rainfall this morning as well as temperatures in the 40's which has begun to melt snow. Settling has occurred in the roadway adjacent to the catch basins located at approximate STA 1+00 creating a large puddle which will require attention prior to top course paving.
- B. It appears the drainage system is functioning as designed. The drainage basin was not able to be accessed due to excessive snow cover.

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		
Flagpersons		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	RESIDENT REPRESENTATIVE FORCE	
Time on site: 8:30 A.M.-9:00 A.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative Steve Bouley	

Project Williamsburg Way OSRD	Date 03-04-2015	Report No. 36
Location West Street, Medway, MA	Project No. 127-21583-10002	Sheet 2 of 2
Contractor Canesi Bros. Inc.	Weather A.M. CLOUDY P.M.	Temperature A.M. 40 P.M.

FIELD OBSERVATIONS CONTINUED

Schedule

- A. TT will continue to inspect the site when notified of work being conducted.

New Action Items

- A. TT will discuss the items noted on page 1 and decide on an appropriate course of action.

Previous Open Action Items

- A. The surface grades adjacent to Drainage Basin #1 need to be modified slightly to a grade of 214.5.
- B. The approved plans call for bituminous curb to be installed from STA 0+00 to approximate STA 4+00. Cape Cod berm has been installed on the western side of the roadway from STA 0+00 to STA 4+00. The installation of the berm does not change the designed intent of using either curb/berm to convey storm water to the catch basins. The installation of the berm may be more aesthetically pleasing than changing the edge treatment from bituminous curb to berm. However, it is at the discretion of the board to allow the change.
- C. Some of the trees planted on-site appear to be dead or dying. A determination should be made in the growing season to determine the condition of the trees.
- D. There were two places where the bituminous concrete berm was broken. The longest section was a 30' length near the entrance to the subdivision.
- E. There are other smaller damaged sections of berm throughout the development.
- F. Portions of the landscaping have not been completed. This includes the grass between the berm and the sidewalk, the grass in the island near the open space parking, and the shoulders of the roadway in general.
- G. There is a large puddle adjacent to the catch basin near Sta 1+00 (RT). The grades in this area should be investigated before placement of the Top Course.
- H. The cross slope on a portion of the sidewalk near Sta 2+00 appears to be steep. This can be remedied during the installation of the Top Course.
- I. A portion of the sidewalk near Sta 5+50 is damaged and requires repair.
- J. A private utility box near Sta 9+75 is leaning and will require repair.
- K. A couple of landscape trees are leaning and need to be straightened. They don't appear to be dead.

Materials Delivered to Site Since Last Inspection:

- A. N/A

Susan Affleck-Childs

From: Susan Affleck-Childs
Sent: Thursday, March 05, 2015 8:39 AM
To: Dick Steinhoff
Subject: 146 Main Street AUOD - Return of Sidewalk Funds Request
Attachments: 12-3-2013 CORRECTED 146 Main Street AUOD Special Permit Modification Decision.pdf

Hi Dick,

Thanks for your email. I understand you are requesting the Planning and Economic Development Board to refund the bond funds being held for sidewalk work in front of your property at 146 Main Street.

I checked the language of the 12-3-2013 modified AUOD Special Permit decision which I have attached and cut/pasted below.

CONDITION #1 of the previously approved REVISED AUOD Special Permit decision is hereby deleted and replaced as follows:

1. *Main Street Sidewalk* – Dependent on federal and state funds, the Town plans to undertake a Route 109 Reconstruction Project that will include improvements in the right-of-way at 146 Main Street (approximately 166 linear feet). However, as federal and state construction funding has not yet been specifically authorized, there is no guarantee that the Route 109 Reconstruction Project will take place. The Board must hold the applicant responsible for the current sidewalk condition in the instance that the Route 109 Reconstruction Project does not occur.

The applicant has chosen to meet this obligation by depositing \$6,938 in an account with the Town of Medway in lieu of constructing the sidewalk in front of 146 Main Street. The Board will authorize the release of the funds held in the account with any interest accrued to Steinhoff Realty LLC within 30 days after the Town of Medway has executed a Mass Transportation Improvement Program (TIP) contract with the Massachusetts Department of Transportation for the purpose of constructing Route 109/Main Street including the area in front of 146 Main Street. If, after June 28, 2016, said contract has not been executed, the Board may transfer the funds to the Medway Sidewalk Special Account.

I will bring your request to the Planning and Economic Development Board for review and discussion. The Board meets on Tuesday, March 10, 2015. I can give you an appointment at 7:30 p.m. Please let me know if you are available and would like to attend.

Thanks.

Susy Affleck-Childs

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

Medway, MA 02053

Town of Medway – *A Massachusetts Green Community*

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

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

From: Richard Steinhoff [mailto:rws@valutrack.com]

Sent: Monday, March 02, 2015 9:18 AM

To: Susan Affleck-Childs

Cc: 'Kirk Steinhoff'; KJ Steinhoff; David Damico

Subject: Return of Sidewalk Funds Request

Town of Medway

Morning Susy,

I had a discussion on the Rt. 109 Reconstruction Project with Mr. Dave D'Amico of the Public Services Department. He advised that the project drawings will be completed in July'15, Opening Bids will start in Sept'15 and the Project will start in Spring 2016. He definitely advised not to do anything to the 146 Main St. sidewalk as it will just be ripped up and replaced by the Commonwealth.

Thus I would like the Planning Board to return the funds held in their Sidewalk Account to **Steinhoff Realty LLC** ASAP. I believe all conditions needed for the release of the funds have been met.

Mr. D'Amico also advised Mr. Matt Hays of the Planning Board sits in on the 109 Project meeting and is fully aware of its status.

Please advise if any special paperwork is needed from my end.

Tks,

Dick Steinhoff

Steinhoff Realty Trust

C: 508-446-4183

F: 508-533-4936

e: rws@energyneutraldesign.com



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

Andy Rodenhiser, Chairman
Robert K. Tucker, Vice-Chairman
Thomas A. Gay, Clerk
Karyl Spiller-Walsh
Matthew Hayes, P.E.
Richard Di Iulio, Associate Member

Corrected December 3, 2013

MODIFICATION TO ADAPTIVE USE SPECIAL PERMIT DECISION
Steinhoff Realty LLC for 146 Main Street
APPROVED

Name/Address of OwnerApplicant: Steinhoff Realty LLC
133 Main Street
Medway, MA 02053

Designer: The H.L. Turner Group
27 Locke Road
Concord, NH 03301

Project Location: 146 Main Street

Assessor's Reference: MAP 48, Parcel 10.

Zoning: Agricultural Residential II and Adaptive Use Overlay District

Purpose: Amend the previously approved REVISED AUOD Special Permit for 146 Main Street, Medway, MA to modify Condition #1 regarding the reconstruction of the sidewalk in front of 146 Main Street.

This is a decision of the Medway Planning and Economic Development Board (hereinafter “Board”) on the October 8, 2013 application of Steinhoff Realty LLC (hereafter “Applicant”) of 133 Main Street, Medway, MA 02053, to modify the previously approved REVISED Adaptive Use Overlay District (OSRD) Special Permit dated June 28, 2011 for property located at 146 Main Street owned by Steinhoff Realty LLC of Medway, MA. (hereinafter “Property”).

The proposed modification to the REVISED AUOD Special Permit for 146 Main Street is sought pursuant to Section 505-7 of the Medway Planning Board’s *Adaptive Use Overlay District Rules and Regulations*, adopted July 26, 2005.

I. BACKGROUND

The REVISED AUOD Special Permit for the subject property at 146 Main Street was approved June 28, 2011 by the Medway Planning and Economic Development Board. The approved scope of work involved the substantial renovation/reconstruction of the existing 1,632 sq. ft residential structure on the site, the construction of a 250 sq. ft addition to house 2 lavatories, a mop room and a computer server room. The addition would also serve as the primary and handicap access to the building. The approved project also included site improvements including associated parking (8 spaces), drainage, lighting, landscaping and connections to Town water and sewer services. All space was to be used for professional offices.

The previously approved REVISED AUOD Special Permit for 146 Main Street was recorded at the Norfolk County Registry of Deeds on January 4, 2012 in Book 29523, pages 29- 42. The corresponding REVISED AUOD Plan was recorded in Plan Book 612, pages 7-21.

All documents associated with the previous special permit decisions and plans for 146 Main Street are hereby acknowledged and made part of the record for this proposed revised decision.

II. DESCRIPTION OF PROPOSED MODIFICATION

The Petitioner seeks to modify the previously REVISED AUOD special permit for the subject property at 146 Main Street by amending Condition #1 pertaining to the reconstruction of the sidewalk in front of 146 Main Street. The applicant seeks to extend the deadline to June 28, 2016 for the sidewalk to be reconstructed. No other changes are proposed to the decision.

III. DECISION OF THE BOARD - After reviewing the application and information gathered during the public hearings when the proposed modification was considered, the Medway Planning and Economic Development Board, at a duly posted meeting held on November 26, 2013, on a motion by Robert Tucker, seconded by Thomas Gay, voted five in favor and none against to modify the REVISED Adaptive Use Special Permit for the subject property at 146 Main Street, Medway, MA. as represented in the application, as described at Board meetings and as shown on the revised plans, subject to the waivers, conditions, safeguards and limitations specified herein.

This special permit is general and runs with the land. It is the decision of this Board, as evidenced by its vote herein, that the aforesaid Property is a proper parcel to be developed under *SECTION V. USE REGULATIONS, Sub-Section W. Adaptive Use Overlay District of the Medway*

Zoning Bylaw (as amended June 6, 2005) in that it meets all the requisite site development standards and special permit criteria.

<u>Voting Planning & Economic Development Board Member</u>	<u>Grant/Not Grant</u>
Karyl Spiller-Walsh	Grant
Andy Rodenhiser	Grant
Matthew Hayes	Grant
Robert K. Tucker	Grant
Thomas A. Gay	Grant

IV. PROCEDURAL HISTORY

On October 11, 2013, Steinhoff Realty LLC filed with the Board an application to modify the previously approved REVISED Adaptive Use Overlay District Special Permit for 146 Main Street. Because the proposed modification pertained to a specific condition of the previously approved REVISED Adaptive Use Overlay District Special Permit, it automatically is considered to be a major revision requiring a public hearing.

The Board's review of the proposed revised AUOD special permit was scheduled for a public hearing on November 12, 2013. The public hearing was advertised in the *Milford Daily News* on October 29 and November 4, 2013. The public hearing notice was posted with the Medway Town Clerk on October 11, 2013. The notice to abutters was mailed by certified sent mail on October 17, 2013.

Richard Steinhoff was present at the November 12, 2013 public hearing. Kirk Steinhoff was present at both the November 12 and November 26, 2013 public hearings. No other parties attended the public hearing.

The public hearing was opened on November 12, 2013 and was continued to November 26, 2013 when it was closed.

The Board carefully reviewed the revision submittals and all associated materials and information. The Board carefully analyzed the general purposes of the Adaptive Use Overlay District provision of the *Zoning Bylaw* and its specific requirements and standards as well as the requirements of Section 9 of Chapter 40A, M.G.L. specifically relating to Special Permits in making its findings, conditions of approval and decision.

V. FINDINGS – On November 26, 2013, based on the evidence and testimony presented at the public hearings as documented in the application materials and the detailed record of this case, the Board, on a motion by Robert Tucker and seconded by Thomas Gay, voted five in favor and zero against to make the following finding regarding this application in accordance with *SECTION V. Sub-Section W. Adaptive Use Overlay District of the Town of Medway Zoning Bylaw (last amended November 19, 2007)*.

1. The proposed modification to the previously approved REVISED AUOD Special Permit decision is reasonable in that the Route 109 Reconstruction project has been placed on the Mass Department of Transportation TIP list for construction in FY16 and the applicant has

already posted \$6,938 in performance security with the Town of Medway for the sidewalk reconstruction work.

VI. APPROVED MODIFICATION

CONDITION #1 of the previously approved REVISED AUOD Special Permit decision is hereby deleted and replaced as follows:

1. *Main Street Sidewalk* – Dependent on federal and state funds, the Town plans to undertake a Route 109 Reconstruction Project that will include improvements in the right-of-way at 146 Main Street (approximately 166 linear feet). However, as federal and state construction funding has not yet been specifically authorized, there is no guarantee that the Route 109 Reconstruction Project will take place. The Board must hold the applicant responsible for the current sidewalk condition in the instance that the Route 109 Reconstruction Project does not occur.

The applicant has chosen to meet this obligation by depositing \$6,938 in an account with the Town of Medway in lieu of constructing the sidewalk in front of 146 Main Street. The Board will authorize the release of the funds held in the account with any interest accrued to Steinhoff Realty LLC within 30 days after the Town of Medway has executed a Mass Transportation Improvement Program (TIP) contract with the Massachusetts Department of Transportation for the purpose of constructing Route 109/Main Street including the area in front of 146 Main Street. If, after June 28, 2016, said contract has not been executed, the Board may transfer the funds to the Medway Sidewalk Special Account.

2. All other conditions of approval specified in the REVISED AUOD Special Permit for 146 Main Street remain in force.

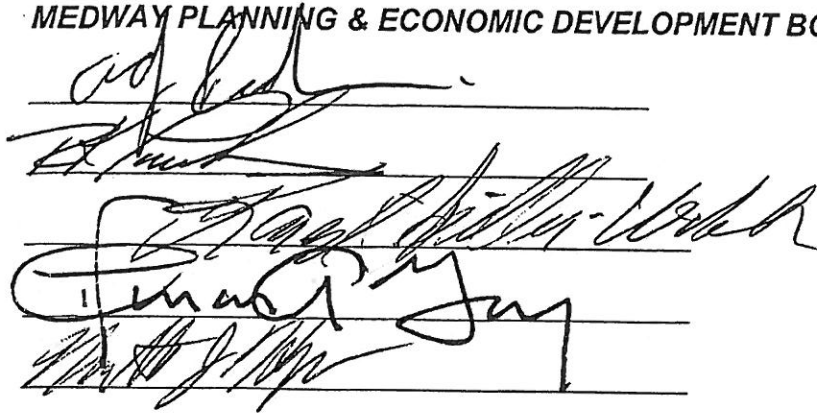
VII. APPEAL – Appeals, if any, shall be pursuant to Section 17 of Chapter 40A, M.G.L., as amended, and shall be filed within twenty (20) days after the date of filing of this notice in the Office of the Town Clerk. After the appeals period has expired, the Applicant must obtain certified notice from the Town Clerk that no appeals have been made. Said notice must be filed with the Norfolk County Registry of Deeds with this special permit and the endorsed plan. A copy of said recording must be returned to the Town Clerk and the Board to complete the file.

The Board hereby makes a detailed record of its findings and proceedings relative to this petition, sets forth its reasons for its findings and decision, incorporates by reference any plan or document received by it, and directs that this decision be filed in the office of the Town Clerk and be made a public record and that notice and copies of its decision be made forthwith to all parties or persons interested.

**IN ACCORDANCE WITH MASSACHUSETTS GENERAL LAW, CHAPTER 40A, SECTION 11,
NO VARIANCE, SPECIAL PERMIT OR CONSTRUCTIVE GRANT OF A VARIANCE
TAKES EFFECT UNTIL RECORDED AT THE REGISTRY OF DEEDS.**

ADAPTIVE USE SPECIAL PERMIT – MODIFIED
146 Main Street – Medway, MA
Steinhoff Realty LLC
November 26, 2013

MEDWAY PLANNING & ECONOMIC DEVELOPMENT BOARD

The image shows four handwritten signatures in black ink, each written over a horizontal line. The signatures are cursive and somewhat stylized. The first signature is at the top, followed by a second, then a third, and finally a fourth at the bottom.

I hereby certify that 20 days have elapsed from the date of this decision and that no appeal has been filed in this office.

Attest: _____
Town Clerk

_____ Date

cc: Richard Steinhoff, Steinhoff Realty LLC
Kirk Steinhoff, Steinhoff Realty LLC



March 10, 2015
Medway Planning & Economic Development Board
Meeting

Complete Streets

- Draft Medway Complete Streets Policy (12-10-2015)

I will provide a Complete Streets presentation at the meeting. It is an adaptation of the presentation made by Chris Kuschel from MAPC at the 3/2/15 BOS meeting.

Town of Medway COMPLETE STREETS POLICY	
Effective Date	TBD
Expiration Date	None
Date Last Revised	
Board of Selectmen Vote to Adopt Policy	TBD
Planning and Economic Development Board Vote to Adopt Policy	TBD

MEDWAY COMPLETE STREETS POLICY

Definition:

Complete Streets is a transportation policy and design approach to ensure that all modes of transportation are considered, designed and operated to provide safety, comfort, and accessibility for all users of a community's streets, trails, and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages, abilities, and income levels. The *Complete Streets* approach integrates people and the unique characteristics of space in the planning, design, construction, operation, and maintenance of transportation networks. Furthermore, *Complete Streets* principles contribute toward enhanced safety, health, economic viability, and quality of life in a community by improving the pedestrian and vehicular environments in order to provide, safe, accessible and comfortable means of travel between and among home, school, work, recreation, and retail destinations. *Complete Streets* also further equity objectives by providing safe forms of travel for residents of all income levels.

Examples of *Complete Streets* initiatives:

- Bike lanes, signage and pavement markings
- Clearly designated crosswalks
- Handicapped accessible curb cuts and sidewalks
- Sidewalks
- Traffic calming measures
- Street lighting
- Benches
- Trash receptacles
- Trees/plantings
- Audible pedestrian crossing signals, warning lights and countdown clocks
- Bike racks
- Bus shelters
- Walking paths and trails to connect subdivisions

Background:

Oregon enacted the first *Complete Streets*-like policy in the United States in 1971, requiring that new or rebuilt roads must accommodate bicycles and pedestrians, and also calling on the state and local governments to fund pedestrian and bicycle facilities in the public right-of-way. Since then, at least 26 additional state legislatures have adopted *Complete Streets* laws and a nationwide movement was launched in 2005 with the establishment of the National Complete Streets Coalition. The Coalition reports that over 650 jurisdictions at the local, regional and state level have adopted *Complete Streets* policies and executive orders or established internal policies since 2005.

In 2014, the Massachusetts Legislature approved Senate Bill 68/HB 3091 which established a Complete Streets Certification Program. The legislation also authorized \$3 - \$5 million in planning and infrastructure funding to cities and towns which achieve *Complete Streets* certification. The Massachusetts Department of Transportation is presently developing *Rules and Regulations* to implement the certification and funding program and the Metropolitan Area Planning Council (MAPC) is providing technical assistance to communities in its region to consider and develop *Complete Streets* policies. Within the metropolitan Boston region, the Towns of Littleton, Maynard, Acton, Reading, and Middleton and the cities of Salem, Somerville, and Everett have already adopted *Complete Streets* policies or bylaws.

Vision and Purpose:

The purpose of the Town of Medway's *Complete Streets Policy*, therefore, is to make a consistent effort to consider and undertake measures to accommodate all users by creating a roadway network that meets the needs of a wide variety of individuals utilizing a variety of transportation modes. It is the intent of the Town of Medway, to the maximum extent reasonable and practical, to plan, design, operate, and maintain streets so that they are safe for users of all ages, all abilities and all income levels as a matter of routine. This *Policy* directs Medway decision-makers to consistently plan, design, construct, and maintain streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, and freight and commercial vehicles.

Medway's *Complete Streets* policy is consistent with the Transportation Goals and Objectives outlined in the 2009 Medway Master Plan as follows:

- Increase the number of sidewalks and trails
- Increase pedestrian safety
- Create bike lanes on main thoroughfares through Medway

The Town believes that a *Complete Streets Policy* can help promote a healthier lifestyle for its residents by providing safe walking and bicycling alternatives to driving and by offering expanded opportunities for increased physical activity. *Complete Streets* embodies the progressive and forward thinking perspective and policies the Town of Medway has adopted in recent years. Implementation of the *Complete Streets Policy* will lead to a stronger sense of community as a result of enhanced connectivity between and among residents, businesses, community resources and recreational facilities.

Core Commitment:

The Town of Medway recognizes that all users of various modes of transportation, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders are all legitimate users of the Town's roadways and deserve safe facilities. "*All Users*" includes users of all ages, abilities, and income levels.

The Town recognizes that all roadway projects – including new construction, maintenance and reconstruction – are potential opportunities to apply *Complete Streets* design principles. The Town will, to the maximum extent reasonable and practical, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and street design projects requiring funding or approval by the Town of Medway, as well as projects funded by the State and Federal government, including but not limited to Chapter 90 funds, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), capital budget funding, and other state and federal funds for street and infrastructure design shall adhere to the Town of Medway *Complete Streets Policy*. Private developments and related roadway design components shall also adhere to the *Complete Streets* principles. In addition to the extent practical, state-owned roadways will comply with the *Complete Streets* Policy, including the design, construction, and maintenance of such roadways within Town boundaries.

Town Departments, in consultation with a *Complete Streets* Working Group (described below), will use best judgment regarding the desirability and feasibility of applying *Complete Streets* principles for routine roadway maintenance and projects, such as repaving, restriping, and so forth.

Transportation infrastructure projects, including but not limited to roadway reconstruction, roadway reconfigurations, or subdivisions may be excluded from the *Complete Streets Policy* upon approval by the *Complete Streets Working Group*, where documentation and data indicate that any of the following apply:

1. Roadways where certain specific users (pedestrians, bicyclists, etc.) are prohibited by law, such as interstate freeways or pedestrian malls. An effort will be made, in these cases, for accommodations elsewhere.
2. Cost or impacts of incorporating *Complete Streets* principles are excessively disproportionate to the need or probable future use.
3. Other Town policies, regulations, or requirements contradict or preclude implementation of *Complete Streets* principles. This might include initiatives the Town must undertake to address forthcoming federal and state mandates regarding stormwater management.

Best Practices:

The Town of Medway *Complete Streets Policy* focuses on developing a connected and integrated street network that serves all users. *Complete Streets* principles will be integrated to the maximum extent reasonable and practicable into the Town's policies, planning, and design of all types of public and private roadway projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects. As practicable, recommendations from the *Complete Streets Working Group* for incorporating *Complete Streets* elements will occur in projects' beginning stages prior to design. With new private developments, this can be accomplished through pre-application meetings with prospective developers.

Complete Streets principles include the development and implementation of projects in a context-sensitive manner in which project implementation is sensitive to the community's physical, economic, environmental, and social settings. There is no absolute or singular design prescription for implementing Medway's *Complete Streets Policy*. Each street is unique and must be viewed within the context of its surroundings and purpose. A *Complete Street* in Medway will look different from a *Complete Street* in Newton or a *Complete Street* in a rural area in the Berkshires. The context-sensitive approach to process and design includes a range of goals giving significant consideration to the community's values. It includes goals related to livability with greater participation of those affected in order to gain project consensus. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

Implementation of the Town of Medway's *Complete Streets Policy* will be carried out cooperatively within and among all relevant departments in the Town of Medway and, to the greatest extent possible, among private developers, and state, regional, and federal agencies.

The Town of Medway recognizes that *Complete Streets* may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The latest design guidance, standards, and recommendations available will be used in the implementation of Medway's *Complete Streets Policy*, including but not limited to the most up-to-date versions of:

- The Massachusetts Department of Transportation Project Design and Development Guidebook
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls
- The Architectural Access Board (AAB) 521CMR Rules and Regulations
- Documents and plans created for the Town of Medway, including but not limited to:
 - Medway Master Plan
 - Medway Department of Public Services Roadway/Sidewalk Improvement Plan
 - Medway Open Space and Recreation Plan
- Sustainable Neighborhood Road Design – A Guidebook for Massachusetts Cities and Towns. American Planning Association/Mass Chapter and Home Builders Association of Massachusetts

- Low Impact Development Toolkit. Metropolitan Area Planning Council (MAPC)
- Smart Growth/Smart Energy Toolkit – Low Impact Development. Massachusetts Executive Office of Energy and Environmental Affairs.

Implementation:

The Town shall:

- make **Complete Streets** practices a routine part of the Town of Medway's everyday operations to the maximum extent reasonable and practicable;
- approach every transportation project and program as an opportunity to improve streets and the transportation network for all users; and
- work in coordination with Town departments and other public agencies and jurisdictions to implement **Complete Streets** measures throughout the community.

A **Complete Streets** Working Group comprised of members of relevant departments and existing committees will be created to implement this initiative. Members of the **Complete Streets** Working Group shall be appointed by the Town Administrator. The **Complete Streets** Working Group will be a multidisciplinary team and members will include the following representatives or their designee:

- Board of Selectmen
- Council on Aging Director
- Department of Public Services (DPS)
- Health Department or Board of Health
- Planning Department or Board
- Director of Community and Economic Development
- Building Commissioner
- Town Administrator
- Police
- Citizen representative

A key function of the **Complete Streets Working Group** will be to increase communication and forge partnerships between and among the various stakeholders. The focus of this **Group** will be ensuring the implementation of the **Complete Streets Policy** and, where necessary, altering existing practices and overcoming barriers that may act as impediments to implementation. In addition, this **Group** will regularly update and solicit feedback on potential projects with the general public to ensure that the perspectives of the community are considered and incorporated, as appropriate.

The **Complete Streets Working Group**, in conjunction with relevant Town departments, shall integrate to the maximum extent reasonable and practicable **Complete Streets** principles in all new planning documents such as updates to the Medway Master Plan and the Open Space and Recreation Plan and into bylaws, procedures, rules and regulations, guidelines, programs, and templates. The **Group** will make recommendations for revisions to the Town's zoning bylaw and the Planning and Economic Development Board's subdivision and site plan rules and regulations in line with their existing timeline for updates.

The Town will seek out appropriate sources of funding and grants for implementation of its **Complete Streets Policy**. The **Complete Streets Working Group** will establish project priorities for grant funding and coordinate the preparation of grant applications for State and other funding opportunities.

The Town shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will highlight projects that eliminate gaps in the sidewalk and bikeway network.

The Town will evaluate projects within the Capital Improvement Plan to encourage implementation of this **Complete Streets Policy**.

The Town will secure training for pertinent Town staff and decision-makers on both the technical content of **Complete Streets** principles and best practices, as well as community engagement methods for implementing the **Complete Streets Policy**. Training may be accomplished through workshops and other appropriate means including opportunities through the Bay State Roads **Complete Streets** workshop program.

The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way.

Evaluation of Effectiveness:

The **Complete Streets Working Group** will develop performance measures to periodically assess the rate, success, and effectiveness of implementing Medway's **Complete Streets Policy**. The Working Group will determine the frequency of assessment and utilize appropriate metrics for analyzing the success of this policy. These metrics may include but are now limited to:

- the total distance of newly installed bicycle lanes
- the linear feet of new pedestrian accommodation
- number of retrofitted pedestrian facilities or amenities
- number of new street trees planted
- number of trail or sidewalk connections made between residential and/or commercial developments
- number of intersection improvements made to improve Level of Service (LOS) and safety for vehicles, pedestrians and bicyclists
- rate of crashes by mode
- rate of children walking or bicycling to school, and/or number of trips by mode.

These metrics will be compiled into a report by the **Working Group** and presented as needed, but no less than annually and may be included in the Town's Annual Report.

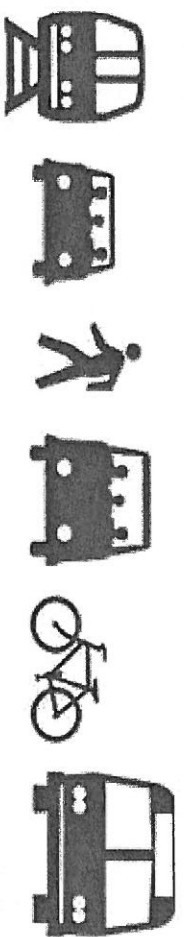
Evaluation of Complete Streets Policy:

The Complete Streets Working Group will evaluate the policy on a bi-annual basis and update it as the Town's experience and State program evolves.

Complete Streets Overview

Medway Planning and
Economic Development Board

March 10, 2015



Complete Streets

Agenda

Complete Streets Overview

MA Complete Streets Legislation

Medway - DRAFT Complete Streets

Policy

Questions

Complete Streets Overview

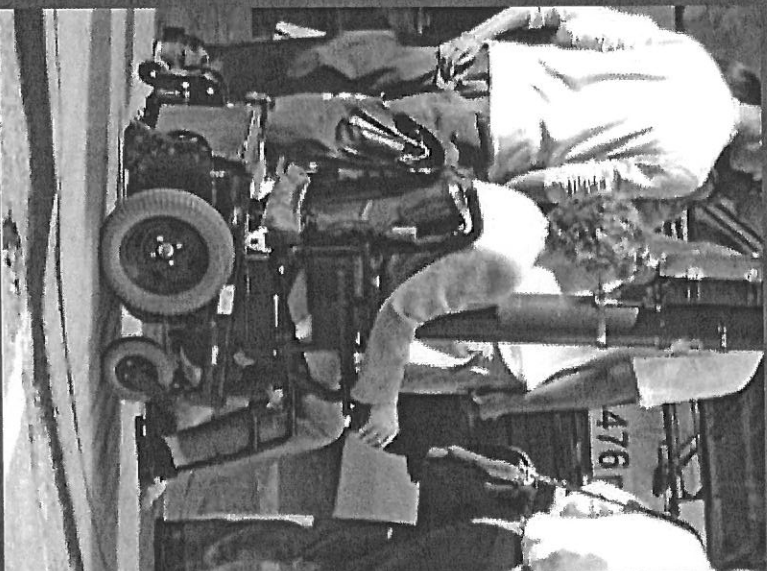
- Communities are recognizing that streets are something more than serving exclusively as thoroughfares for vehicles. Vehicles are not the only form of travel on roadways.
- Walking, biking and taking transit are also important forms of travel and should be considered when planning, designing, constructing and improving roadways.
- Massachusetts is joining a growing national movement for **Complete Streets**.



National Complete Streets Coalition

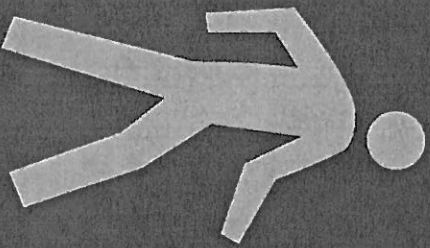
Complete Streets Overview

What is a Complete Street? Roadways that are safe, comfortable, and accessible for All Users regardless of age, ability or income.

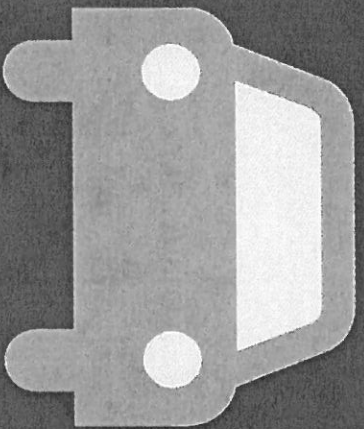


Complete Streets Overview

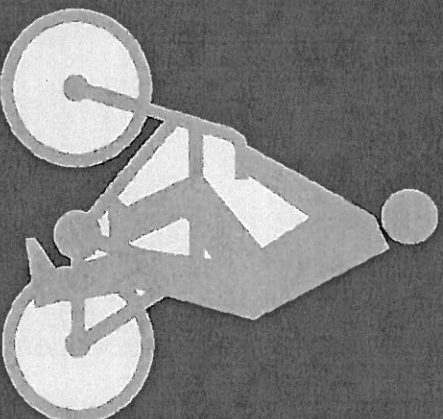
What is a Complete Street? Streets that are safe, comfortable, and accessible for Multiple Modes of Travel.



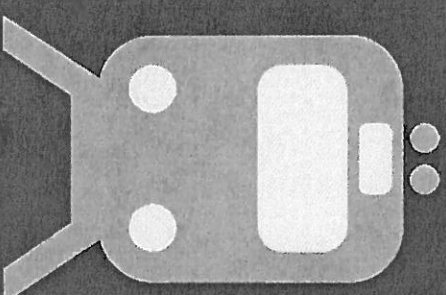
Walking



Driving



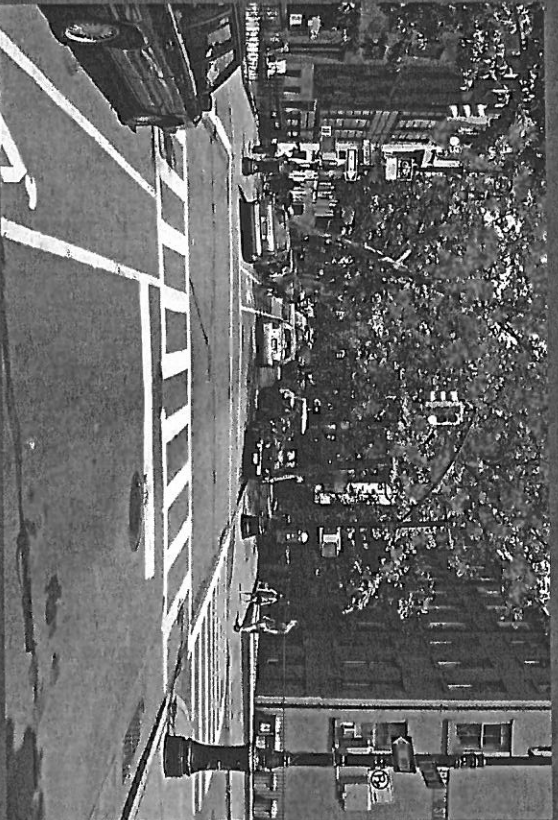
Biking



Transit

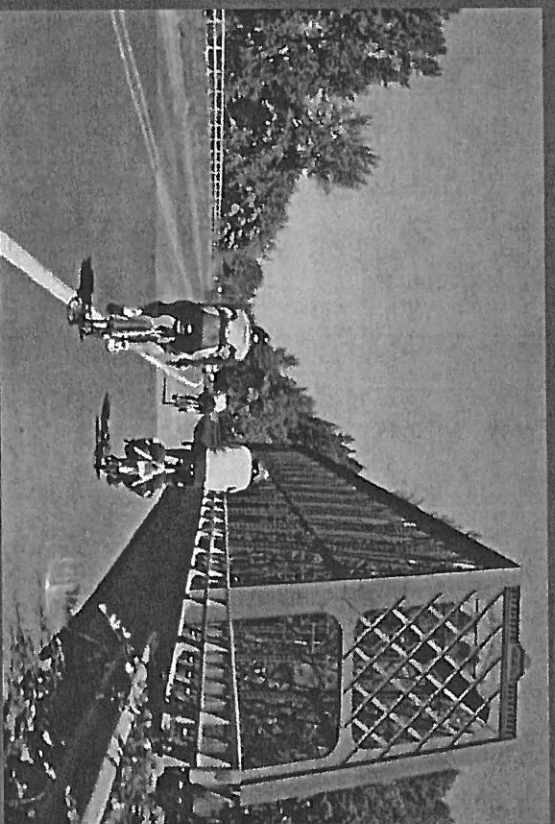
Complete Streets Overview

What is a Complete Street? Streets that are context sensitive to the type of community. A Complete Street in a city will differ from one in a more rural setting.



City Streets

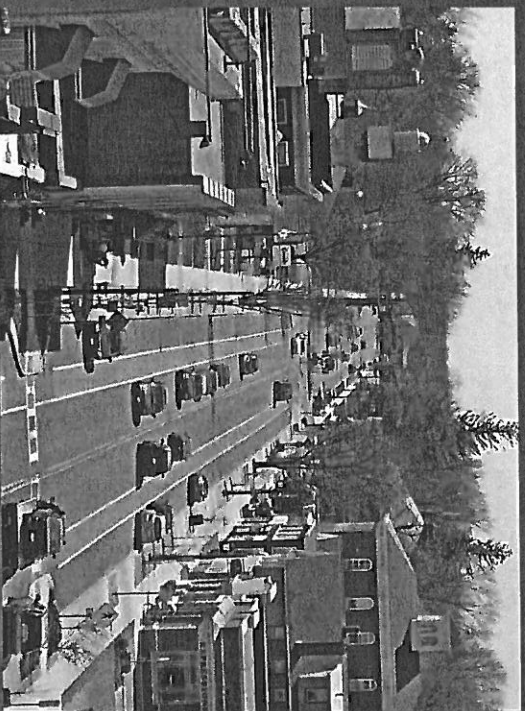
VS



Rural Roads

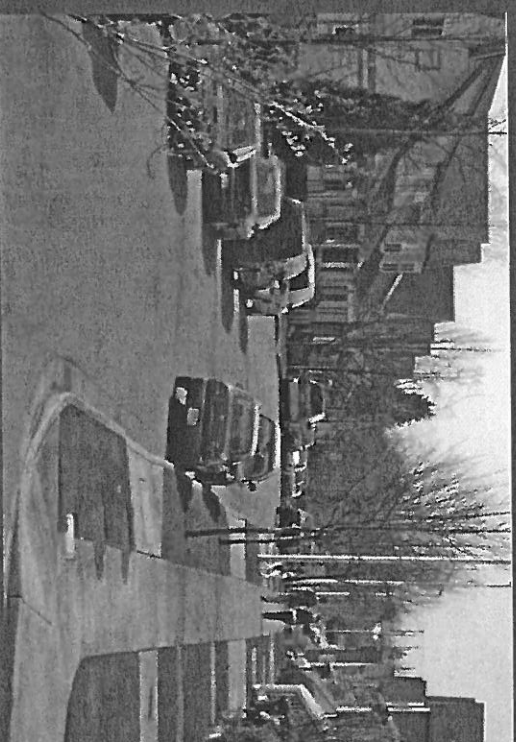
Complete Streets Overview

What is a Complete Street? Streets that are context sensitive to the type of uses served by the street. A Complete Street in a downtown will differ from one in a residential neighborhood.



Downtowns

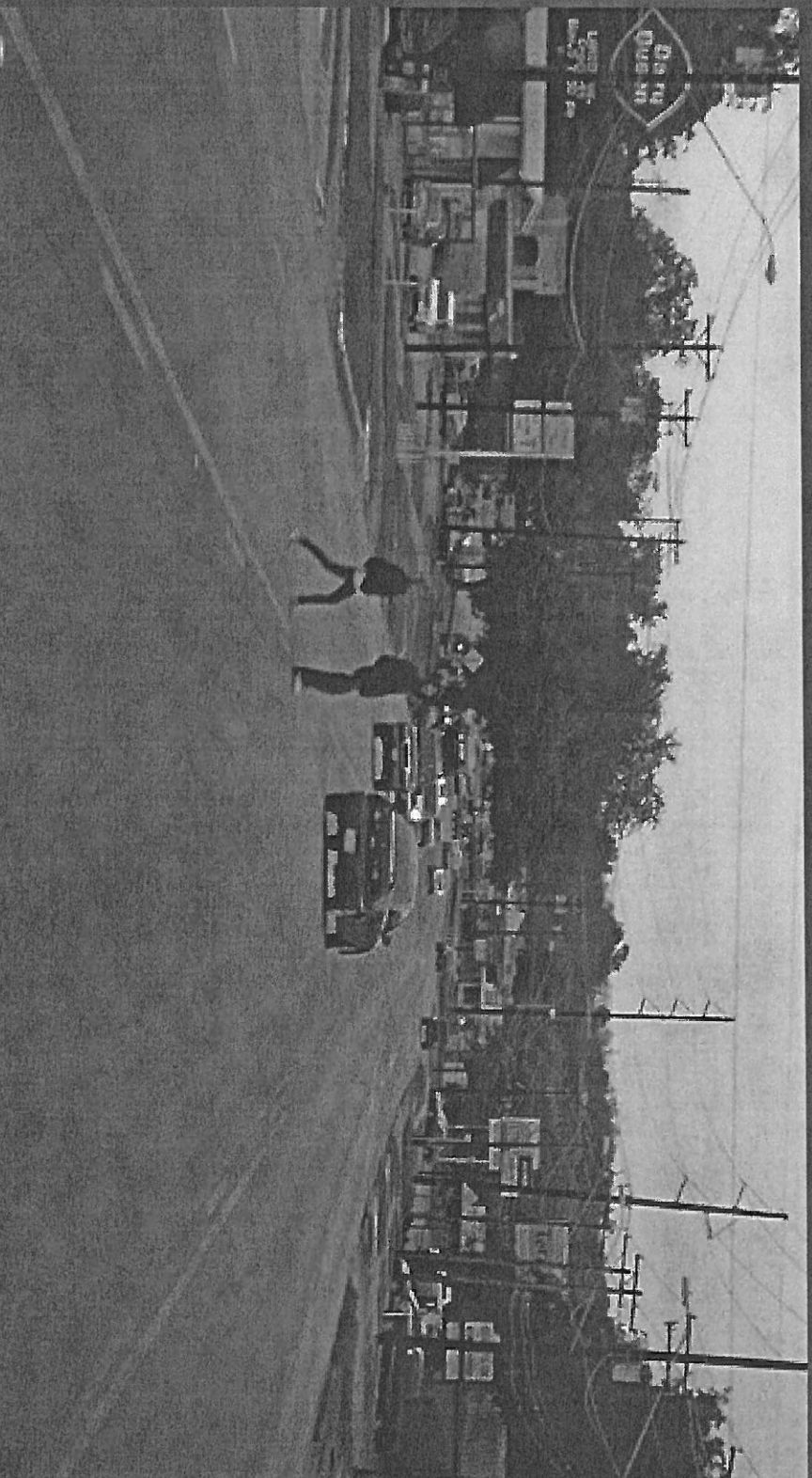
VS



Residential Neighborhoods

Complete Streets Overview

What is NOT a Complete Street?



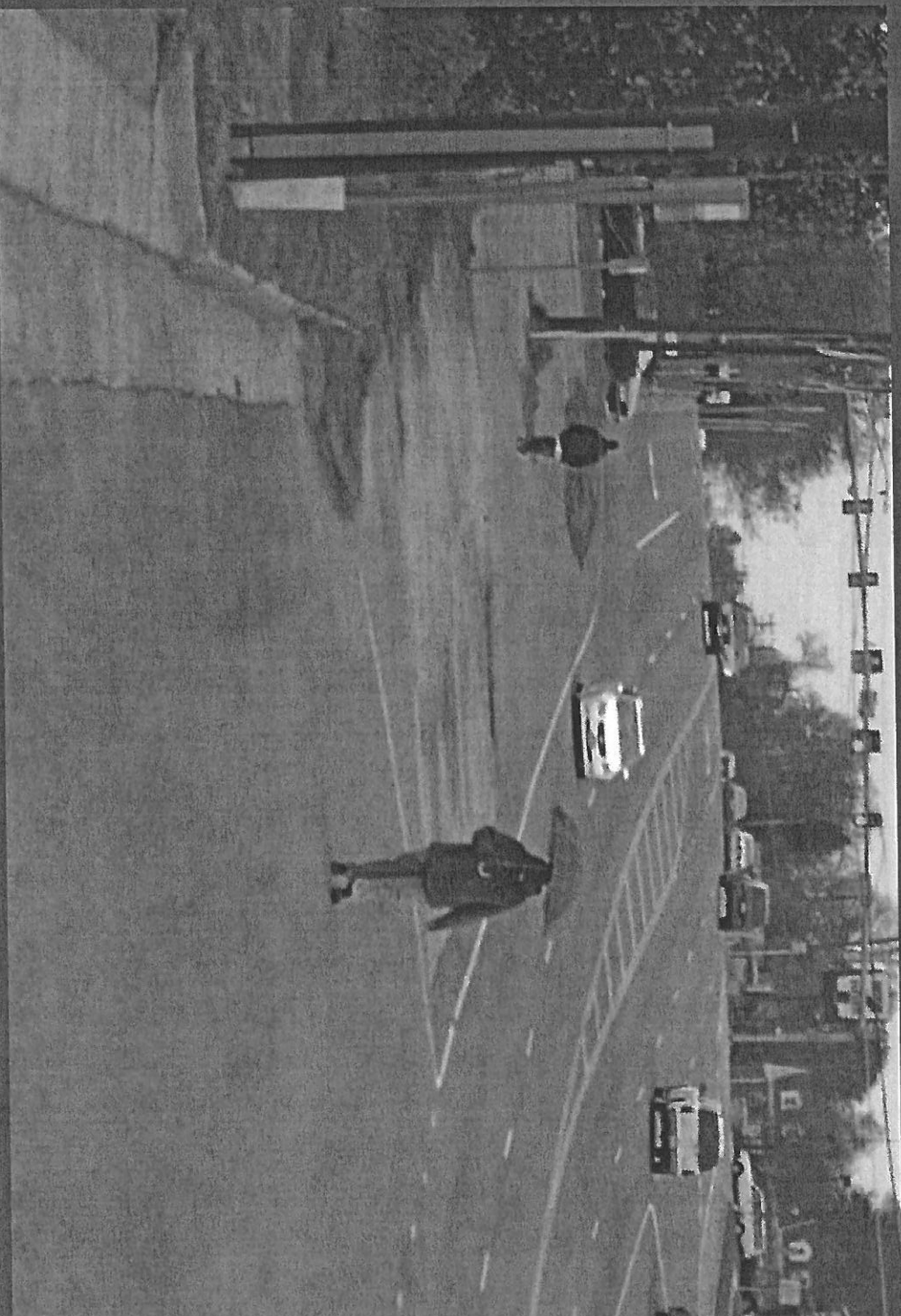
Complete Streets Overview

What is NOT a Complete Street?



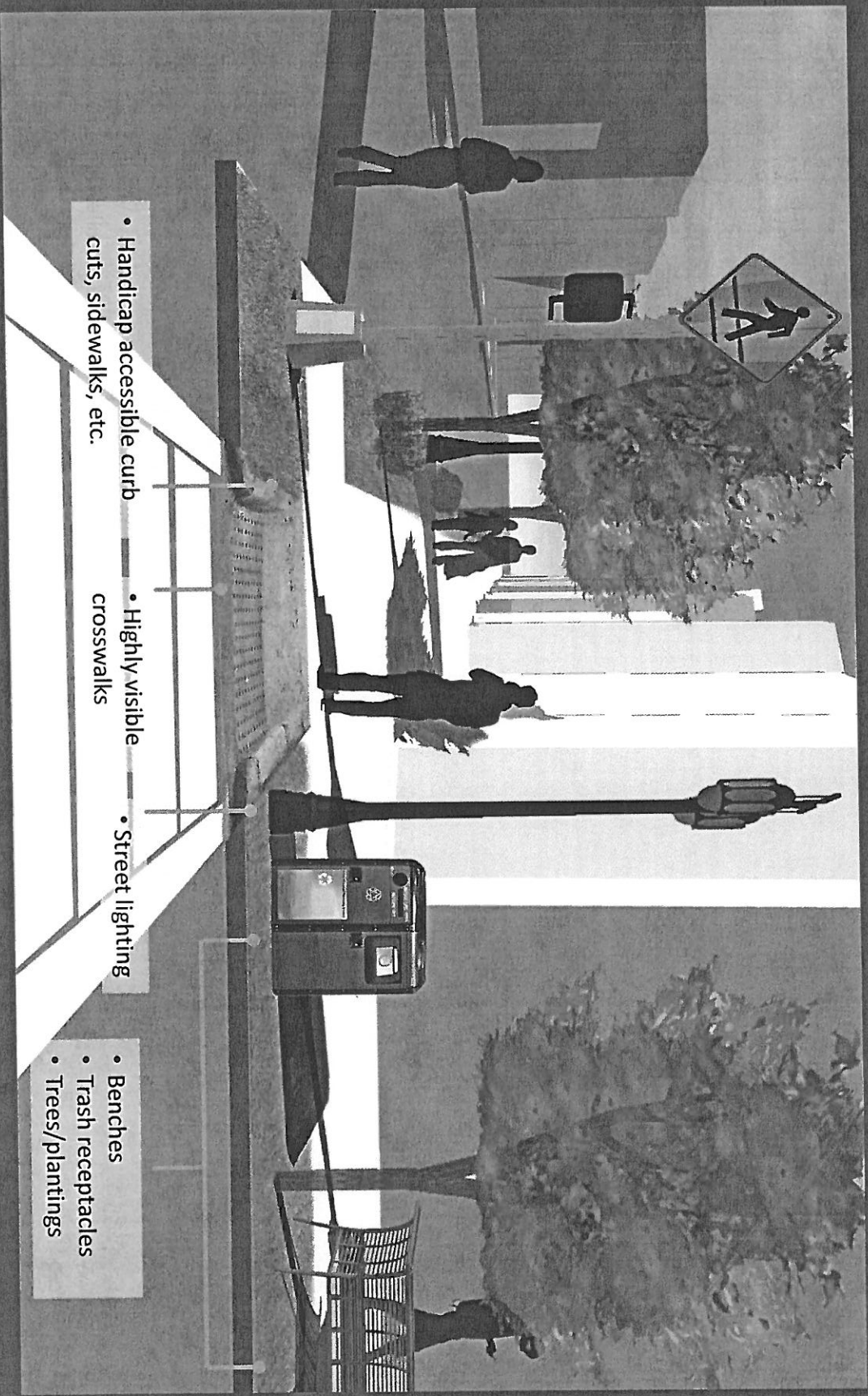
Complete Streets Overview

What is NOT a Complete Street?



Complete Streets Overview

Potential Elements of a Complete Street



• Handicap accessible curb cuts, sidewalks, etc.

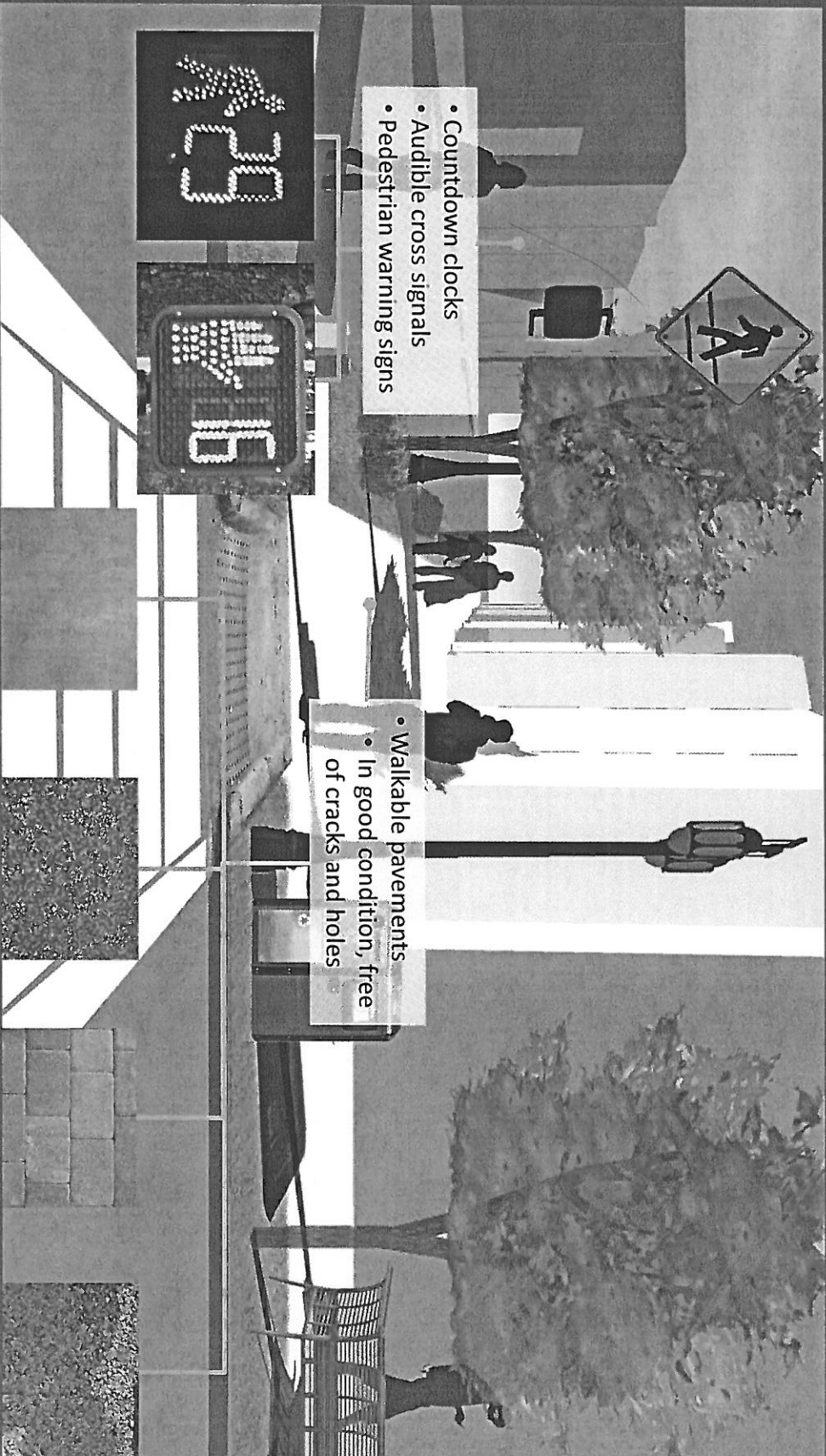
• Highly visible crosswalks

• Street lighting

• Benches
• Trash receptacles
• Trees/plantings

Complete Streets Overview

Potential Elements of a Complete Street



Complete Streets Overview

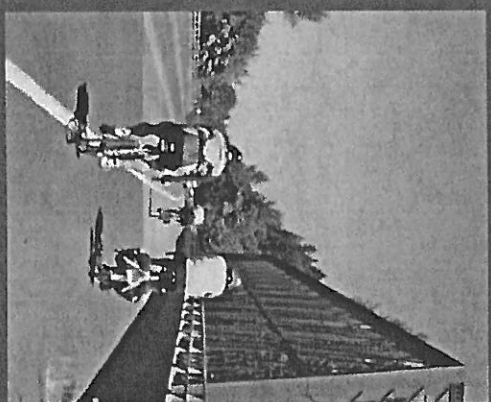
Potential Elements of a Complete Street



Bike lanes or buffered bike lanes



Bike racks



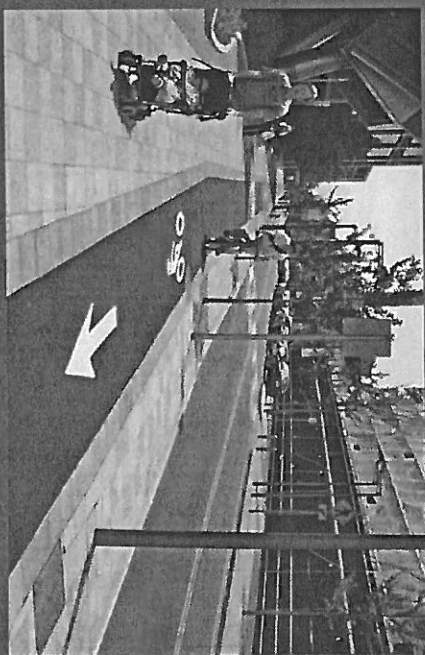
Wide shoulders



Markings for shared lanes



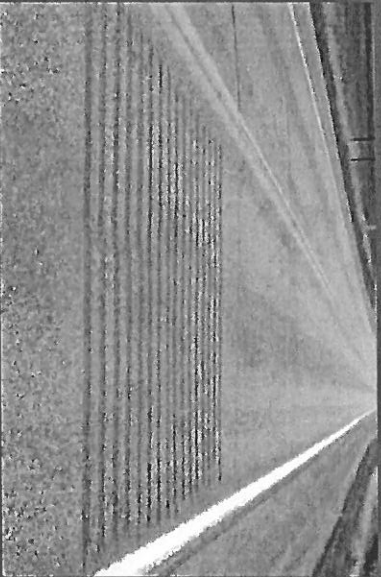
Adequate bike signage and education



Cycle track

Complete Streets Overview

Potential Elements of a Complete Street



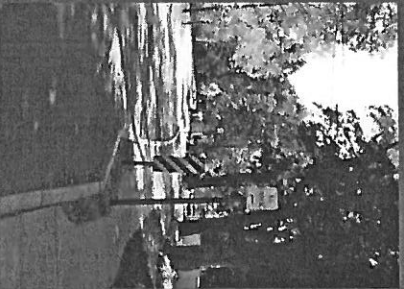
Rumble strips



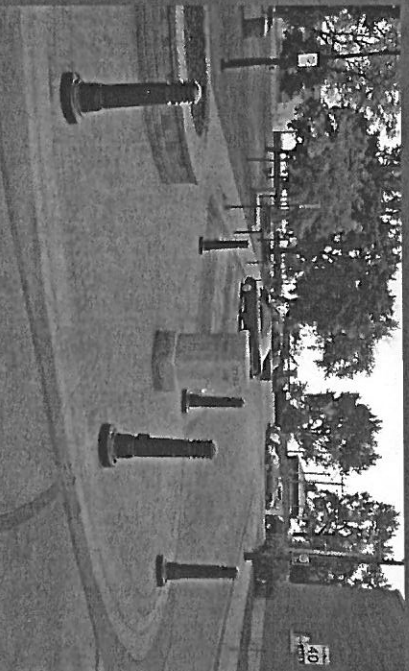
Reduced speed limits



Elevated speed tables



Neck-downs



Bow-outs



Defined Crosswalks

Complete Streets Benefits



- Improved health and well-being
- Increased safety
- Enhanced economic development
- Improved physical and social connectivity
- Reduced personal transportation costs
- Reduced congestion
- Improved environment and air quality
- Potential access to funding resulting from the recent MA Complete Streets legislation

Complete Streets

A Complete Streets Policy

- Formalizes a community's desire to have streets that are safe for users of all ages and abilities
- Provides high-level policy direction for a community's roadway work by guiding the everyday decision-making processes
- Supports incremental changes
- Achieves long-term results

Complete Streets

Complete Streets Policies

- A total of 712 jurisdictions have adopted Complete Streets policies according to the National Complete Streets Coalition.
- In Massachusetts, the following municipalities have adopted policies or ordinances – Holyoke, Somerville, Plymouth, Acton, Everett, Framingham, Littleton, Maynard, Middleton, Reading, Salem and Stoughton. Beverly votes on 3/7/15.
- Smart Growth America ranked Acton, Middleton, Reading and Salem among the top 10 Complete Streets policies in the US for 2014. In 2013, Littleton's policy was ranked the top-scoring policy in the country.



Smart Growth America
Making Neighborhoods Great Together

Complete Streets Policy

A Complete Streets Policy is NOT:

- A one-size fits all design prescription for all roads everywhere. It is a set of principles.
- A requirement to have bike & pedestrian facilities on every road in a community.
- Only appropriate for cities. It is context sensitive to the type of community. City streets, rural roadways, suburban neighborhoods, small community downtowns.
- A ban on vehicles.
- A silver bullet.

NOT

Complete Streets Policy

The Basics

1. **All users and modes:** Specifies that “all users” includes pedestrians, bicyclists and transit passengers of all ages and abilities, as well as trucks, buses and automobiles.
2. **All projects and phases:** Both new and retrofit projects are subject to the policy, including design, planning, maintenance and operations, for the entire right-of-way.
3. **Clear, accountable exceptions:** Any exceptions are specified and must be approved by a high-level official.
4. **Network:** Encourages street connectivity and creates a comprehensive, integrated and connected network for all modes across the network.
5. **Jurisdiction:** All other agencies can clearly understand the local policy and may be involved in the process.
6. **Design:** Recommends the latest and best design criteria and guidelines, while recognizing the need for flexibility in balancing user needs.
7. **Context sensitivity:** Considers community context in planning and design solutions.
8. **Performance measures:** Includes performance standards with measurable outcomes
9. **Implementation next steps:** Describes specific next steps for implementing the policy.

Complete Streets – MA Legislation

An Act relative to Active Streets and Healthy Communities

Purpose - To encourage MA municipalities to routinely include contextually appropriate Complete Streets design elements in locally funded road projects

The Legislation Creates the Complete Streets Certification Program

Certified communities will be eligible to apply for additional State transportation funding for local planning and Complete Streets infrastructure projects

- Total amount of funding authorized is \$50,000,000.
- MassDOT has announced program will move forward: \$3-5 million in year ¹
- Application process to begin spring/summer of 2015



Complete Streets -- MA Legislation

An Act relative to Active Streets and Healthy Communities

MA Complete Streets Certification Program

- Legislative body adopts a Complete Streets ordinance, bylaw or policy
- Coordinate with Mass DOT to establish a baseline inventory of pedestrian and bicycle accommodations
- Identify procedures to follow to incorporate Complete Streets principles in routine road repairs, upgrades or expansion projects
- Establish or confirm existence of a review process to ensure that private developments incorporate Complete Streets components in new road construction
- Establish local goals for increased shares of varied transportation modes

Thank You!

Questions?

Education/Promotion on ZBL Amendments for 3/17/15 Public Hearing and 5/11/15 Town Meeting	Notes/Comments/Ideas
File PH Notice with Town Clerk	2/24/2015
Provide complete set of draft articles and maps to Town Clerk	3/2/2015
Post to TOM web site home page and to TOM Facebook	3/2/15 - Done by Rich Boucher
Load PH notice, drafts of each article and associated maps to PEDB page	3/2/15 FRAN
Email to PEDB's standard PH notice list	3/2/2015
Email to Medway Blackboard list/Medway Schools	3/2/15 - Gave OK to Rich Boucher to distribute
Provide to Medway Public Library for viewing	
Provide to Friends of Medway facebook page	3/2/15 - Rich Boucher
Email to Charlie Myers to post to medwaytoday.com	3/2/15
Email to Leo Larrivee to post to townofmedway.com	3/2/15. He posted on 3/3/15
Email to Medway Business Council and ask to distribute to members	3/2/15 - emailed Debbie Anderson and asked her to forward to MBC members. She did so on 3/4
Provide to the ZBA	Emailed 3/2 to David Cole and Sandy Trufant and asked them to distribute to ZBA members
Post a public service announcement at Medway Cable	Emailed 2/25; Kevin Mee confirmed on 3/2 that it would start to run on 3/3
Newspaper articles	2/26/2015;
Public Hearing	3/17/2015
Prepare an explanatory overview for ZBL recodification to distribute at the 3/17 public hearing and at town meeting.	Judi Barrett to provide
	revised - 3/4/15

Architectural/Design Consultant

Goals for Having the Assistance of an Architectural/Design Consultant

- To assist the DRC in reviewing development plans based on the *Medway Design Review Guidelines*
- To gain the insights and observations of the experienced design professional in the field.
- To help the DRC communicate clearly in the vernacular of the design professional to applicants and to the PEDB.
- To improve the efficiency and effectiveness of the DRC's reviews
- To create a design review atmosphere that is streamlined and professional

Scope of services to be provided for project review

- Attend DRC and/or PEDB meetings for informal, pre-application discussions with developers re: concept plans. The consultant would ask the applicant questions about how the design elements of the applicant's preliminary proposal/concept plan reflect the *Medway Design Review Guidelines* and identify areas needing attention.
- After the PEDB refers an application to the DRC for design review, the consultant would review plan submittals to determine if the plan is consistent with the *Medway Design Review Guidelines*. Identify how the plan does not comply or is inconsistent with the *Design Review Guidelines*. Provide recommendations on ways to refine the plan to become compliant and better reflect the *Design Guidelines*. Prepare a project review letter summarizing the above to provide to the DRC, PEDB, and the applicant.
- Using the project review letter as a guide, the consultant will attend DRC meetings as needed for appointments with applicants as plan revisions are submitted. Assist the DRC in communicating to the applicant its ideas and recommendations on how to achieve consistency with the *Design Review Guidelines*.
- Consultant shall provide updates to the initial project review letter as refinements are made to the plan and provide it to the PEDB, DRC and the applicant.
- Participate in drafting the DRC's Letters of Recommendation to the PEDB.

NOTE – The consulting services would be paid for by the applicant's plan review fees in the same way that applicants now pay plan review fees for the PEDB to retain outside consultants for planning, engineering and legal services.

The Design Consultant Does Not:

- Redraw an applicant's plans or redesign the site.

Town of Medway

Additional Services for Architectural/Design Consultant

The Cecil Group has been requested to provide review services as part of the Town's Site Plan Submittal review for a development project at 72 Main Street. The review will occur within the context of the Medway Design Review Committee and Guidelines. The Cecil Group will assist the review committee to review development plans according to the guidelines, offer insights and observations for potential project improvements relative to the guidelines and help communicate those recommendations to the project proponents. The inclusion of a design professional in this review is intended to improve the efficiency and effectiveness of the process and reinforce a professional and streamlined review atmosphere.

Scope of Services and Compensation

The following Scope of Work and Compensation provides a detailed explanation of how The Cecil Group will address the goals outlined above.

TASK 1: PRE-APPLICATION MEETING

The Cecil Group will attend a pre-application meeting with the project proponents (owner, developer, consultants, etc.) for an informal discussion of the project including the approach to the site plan, building disposition and design, parking and access, and overall development program, intentions and project goals. This meeting will occur in the context of a Design Review Committee meeting or Planning and Economic Development Board meeting with the project proponent. The *Medway Design Review Guidelines* and the design section of the *Site Plan Rules and Regulations* will be used to frame this discussion and the project proponent will be asked to describe their project within the context of those regulations and guidelines.

TASK 1 DELIVERABLES: None

TASK 1 MEETING(S): (1) Pre-Application Meeting

TASK 1 FEE: \$280 (2 hour level of effort)

TASK 2: CONSISTENCY WITH REGULATIONS AND GUIDELINES

On receipt of a complete site plan/special permit application from the Design Review Committee, The Cecil Group will contribute to a review of the submittal. The review will be performed to determine consistency with the *Medway Design Review Guidelines* and the design section of the *Site Plan Rules and Regulations*. The review will be outlined in a Memorandum to the Design Review Committee that will identify issues of non-compliance or inconsistency with the regulations and guidelines. This memorandum will be distributed through the Design Review Committee and the Planning and Economic Development Board to other parties.

TASK 2 DELIVERABLES: Memorandum – Project Consistency with Medway Design Review Guidelines and Site Plan Rules and Regulations

TASK 2 MEETING(S): None

TASK 2 FEE: \$560 (4 hour level of effort)

TASK 3: DESIGN RECOMMENDATIONS

Separate from a review of consistency, The Cecil Group will also provide suggestions or recommendations for design adjustments that would improve compliance and consistency with the design section of the *Site Plan Rules and Regulations* and the *Medway Design Review Guidelines*. It is important to separate the two sets of ideas – compliance and recommendations. Consistency and compliance with the regulations and guidelines could be achieved in a number of ways, we will be recommending possible approaches to issues that are identified. As part of this work, The Cecil Group is not providing a design or recommendations for other disciplines. The design recommendations provide a potential approach or direction to design refinements that will be explored and resolved by the project proponent.

TASK 3 DELIVERABLES: Memorandum – Recommendations based on Medway Design Review Guidelines and Site Plan Rules and Regulations

TASK 3 MEETING(S): None

TASK 3 FEE: \$560 (4 hour level of effort)

TASK 4: COORDINATION AND SUPPORT

As part of preparation of the Memoranda outlined in Task 2 and Task 3, or subsequent Design Review Committee meetings or appointments with the project proponent regarding plan revisions, The Cecil Group has included a total of (2) coordination, support and review meetings. The (2) memoranda will provide the framework for this discussion. As part of this process of coordination, The Cecil Group will provide refinements to the project review letter for consistency to reflect discussions during the process. The final Letter of Recommendation to the Planning and Economic Development Board will be drafted by the Design Review Committee and reviewed and refined by The Cecil Group.

TASK 3 DELIVERABLES: Refinement to Project Consistency Memorandum, Contribution to DRC's Letter of Recommendation

TASK 3 MEETING(S): (2) Coordination Meetings

TASK 3 FEE: \$840 (6 hour level of effort)

TOTAL FEE: \$2,240

Fees shown represent estimates, billing will occur on an hourly basis not to exceed the total amount of fee estimated.

Fee calculations include staff and direct costs. Additional meetings or support beyond the scope of services described will be approved prior to attendance or performance and will be billed based on The Cecil Group's Standard Hourly Rates.