

**January 12, 2016**  
**Medway Planning and Economic Development Board**  
**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>X</b>	<b>Remote Participation</b>	<b>X</b>	<b>X</b>

**ALSO PRESENT:**

- Sean Reardon, Tetra Tech – Engineering Consultant
- Gino Carlucci, PGC Associates – Planning Consultant
- Susy Affleck-Childs, Planning and Economic Development Coordinator
- Amy Sutherland, Recording Secretary

The Chairman opened the meeting at 7:00 pm.

There were no Citizen Comments

**Millstone Village ARCPUD:**

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

- Email request from Millstone Construction Supervisor Brian Clark dated January 7, 2016.
- Drawing showing the reconfigured building.
- Email from Tetra Tech dated January 7, 2016
- Excerpt from definitive plan showing location of duplex structure.

The applicant is requesting to switch the driveway location for the duplex building at the corner of Millstone and Fieldstone. The Board reviewed the documentation. The applicant wants to change it so that both driveways for this duplex come off of Millstone Drive. This would change the unit address from 14 Fieldstone Drive to 26 Millstone Drive.

**On a motion made by Bob Tucker and seconded by Matt Hayes, the Board voted to approve the request to switch driveway location for duplex building at the corner of Millstone and Fieldstone.**

**Norwood Acres Subdivision - Project Completion:**

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

- Project completion checklist dated January 12, 2016
- Certificate of Completion and Release of Subdivision Performance Guarantee dated January 12, 2016.

**On a motion made by Bob Tucker and seconded by Matt Hayes, the Board voted to refund the bond amount of \$40,082.50 with interest.**

The Board signed the Norwood Acres Certificate of Completion

### **Planning Coordinator's Report:**

Susy Affleck-Childs informed the Board that the Town has hired a Communications Director. This is a new position. One of her responsibilities will be to handle any reporters seeking information. The news release for the Design Review Guidelines has been forwarded to her for review. She will also be in charge of social media.

There was discussion with Town Accountant Carol Pratt about project fees and overhead and she is willing to work with us. Susy will be going back to look at a modest site plan project and go through the tasks to get an estimate on the time spent on the project.

### **Engineering Consultant's Report:**

#### **Millstone Village:**

The site work has shut down for the season.

#### **Tri Valley Commons:**

There is work being done on the buildings.

#### **Applegate:**

The applicant is not doing the required maintenance. The Board would like a deadline date for project completion. The bonding has not been provided. It was suggested to get a list of unfinished items from the DPS.

### **Community and Economic Development Director's Report**

#### **Sign Bylaw Task Force:**

There will be the first meeting of the Sign Bylaw Task Force on Wednesday, January 27, 2016 at 7:00 pm at the Senior Center.

#### **Timbercrest 40 B Project:**

The Town has been notified that the applicant has received project eligibility letter from MassHousing for the proposed Timbercrest 40B project. The applicant can now apply for a comprehensive permit with the Zoning Board of Appeals. Once this is submitted, the application will be circulated to the various departments and committees. The Town is currently gathering some peer review estimates.

#### **Medway Redevelopment Authority:**

There was a staff level meeting with the BSC Group on the next steps for the Urban Renewal Plan. Ray Himmel will be the lead contact for the Steering Committee.

**Economic Development Committee:**

There will be a meeting with the Economic Development Committee and the Executive Committee of the Medway Business Council on Wednesday, January 13, 2016 at 7:00 pm at the Senior Center.

**PEDB MEETING MINUTES:**

**December 22, 2015:**

**On a motion made by Rich Di Ilulio and seconded by Matt Hayes, the Board approved by the minutes from December 22, 2015.**

**December 29, 2015:**

**On a motion made by Rich Di Ilulio and seconded by Matt Hayes, the Board approved by the minutes from December 29, 2015.**

**Medway Trail Forum:**

There will be a Medway Community Trail Forum to be held on Wednesday, January 27, 2016 at 7:00 pm at the Thayer House. Beals and Thomas will be the presenter.

The Conservation Agent is working on a grant application for the construction cost for the trail. This is due Monday February 1, 2016.

**Zoning Bylaw Update:**

The draft for the amendments to accessory family dwelling units will be presented to the Zoning Board of Appeals on January 20, 2016. The goal is to have this on the spring town meeting warrant. Another task completed was creating a draft for Certificate of Zoning Compliance.

A letter will be drafted to the Metropolitan Area Planning Council (MAPC) for program support to help draft amendments to the affordable housing bylaw. This would not be ready for spring town meeting.

**The Willows ARCPUD – Public Hearing Continuation:**

The Chairman opened the continued public hearing for the Willows ARCPUD special permit.

The Board entered into the record a remote participation request form from member Tom Gay dated January 12, 2016. (**See Attached**). He has been provided with all the documents. Tom joined the meeting via speakerphone.

The Board entered into the record the following documents: (**See Attached**)

- PGC review letter dated January 6, 2016.
- Tetra Tech review letter dated January 7, 2016.
- Comments from the DRC dated January 12, 2016.

The applicant provided revised plans dated December 11, 2015. The members were provided paper copies and an electronic version of the plans through DROPBOX. The revised plan was also posted to the PEDB web page for the public to review.

The Design Review Committee reviewed the revised plans at its meeting on January 4, 2016; the applicant did not attend. The DRC prepared a series of questions included in the above noted letter.

Planning Consultant Gino Carlucci arrived at 7:35 pm.

The format of the hearing was to review the consultant comments received back from Tetra Tech and PGC Associates and for the applicant to respond to the second round of peer review letters.

The following was reviewed by the applicant in response to the Tetra Tech letter.

Item #10:

The cross-section of roadway has been modified and addressed.

Item #16:

The applicant conducted additional test pits and included locations and soil logs were submitted.

Item #17:

An updated comparison table for runoff volumes (table 2) has been provided.

Item 25:

The infiltration BMPS provided a table indicating separation to groundwater.

Item #27:

The Hydro CAD report indicated the infiltration capacity taken from below the lowest outlet. This is part of the resubmission and has been addressed.

Item #42:

The applicant has replaced the FES-4 with a headwall.

Item #44:

The applicant has revised drainage infrastructure adjacent to the property limit to include multiple collection points and cross culverts to direct stormwater entering the property from the east to in-site wetlands.

Item #45:

The applicant has revised the drainage and it is indicated on the plans. A detail and cross-section of the proposed swale was added to sheet C 61.

Item #47:

This item needs to be further addressed with a finalized version of plan which needs to be reviewed by the Conservation Commission agent.

Item #53:

The contractor will need to put curbing in per the detail. Tetra Tech has never seen dowels done.

Item #55:

The applicant showed a photograph of the proposed wall and the proximity to the drainage infiltration infrastructure will be required once the design is done. The applicant did indicate that the Conservation Commission met and removed the wall and have asked for a variance from Conservation to grade to the wetland. The applicant is also seeking approval to work in the buffer zone. The road was pulled further from the abutters/eastern property line. This was a recommendation from the Conservation Commission. The Conservation Commission will meet on Thursday January 14, 2016 to discuss this further.

Susy spoke with the Conservation Agent and represented that the most recently submitted plan will need further revisions. The last time the applicant was in front of the Conservation Commission was November 2015.

Item #57:

The applicant has shown the finishing floor elevations on the lay out plan.

Item #60:

This item is being address by the Conservation Commission.

Item #61:

The applicant is working with the Conservation Commission and will be staking out the proposed trail location. They will walk it during construction to make sure there is as little impact as possible. If there are any changes to the plans, this will need to be addressed on the as-built if the trail location changes.

Item #71:

The applicant has provided the calculation for flows for the 50 year storm event and tailwater analyses.

Item #72:

The catchman area was broken up and showed which end of the swale the water was going to show that it would work.

**Resident Tim Choate, Iroquois Street:** Mr. Choate had emailed a video of water run-off from a storm on January 10, 2016. This was forwarded to all Board members. The Board would like this video forwarded to the Department of Public Services. Mr. Choate indicated that the DPS was copied in the email. The Board agrees that this needs to be an ongoing conversation with the DPS outside of this forum.

Consultant Reardon concurred that the video showed the off-site flow from the abutting roadways onto the subject property.

The applicant continued their presentation by explaining that there was a change to the drainage swale. This was noted on sheet C23. The swale is sized for 100 year storm flow. This is to capture the flow from Narragansett and there will be a catch basin. The water pattern which exists will remain but the water will be captured. This will be graded to buffer with a splash pad. This new revision pulls the road further away from the neighbors. The existing vegetation will remain and this allows an additional 5 feet for the water to travel into another catch basin. The sidewalk will be moved to the western side of the roadway.

The other noted swale varies in width and depth. It is basically a divet in the earth and will be planted with grass and needs to be clear of sediment and debris. This system prevents the accumulation of a lot of water.

**Resident Jeremy Barstow, 4 Narragansett Street:**

Mr. Barstow communicated that the revised plan is fantastic. He suggested there needs to be communication with DPS about cleaning debris at the end of street.

Sheet C25 was referenced in relation to the flow of Mohawk and Massasoit Streets. There is a substantial buffer about 25 ft. on the applicant's property with natural vegetation. There will be no disturbance east of line. The swale from Iroquois Street flows north. There are some split swales to the wetlands. There is a fence proposed to the right of the swale.

Tetra Tech is fine with the drainage as recently revised and it is designed for a 100 year storm.

The applicant indicated that the big oak trees will be saved.

**Resident Dan Hooper, 7 Naumkeag Street:**

Resident Hooper communicated that when the ARCPUD bylaw was written, the text specified that no building can be within 50 ft. of the lot line and that a 50 ft. buffer area has to be maintained in natural space. This does not apply to a drainage swale, sidewalk or street. He asks that this be reviewed by the Board.

The applicant showed photos of crossings. The Chairman took photos of the crossing wall and emailed them to Member Gay.

**Landscape:**

The discussion moved to landscaping.

The applicant indicated that the recommendation letter from the Design Review Committee was provided to them late that afternoon. The following sheets were reviewed:

**L1.01:**

The applicant indicated that there were updates to the trails and retaining walls. There is a proposal for small ornamental trees which are in clusters. These trees are native to Eastern United States. The applicant is not introducing invasives. Open Space Committee member Jim Wickis had previously provided a list of the invasive plants.

**L1.02:**

Sheet L.02 shows the limit of work line noted along with the vinyl privacy fence. The woods will be preserved. The existing ash tree will stay.

The Chairman wants to make sure that these trees will be protected in the field. There was suggestion to get those trees bonded so that if they are removed, they will need to be replaced by a tree of the same caliper. The applicant responded that the last thing they want to do is replant new trees.

**Resident Jeremy Bartow, 4 Narragansett Street:**

This resident noted that there are some mature trees which are within several feet of the property line. He asks the applicant to leave as many mature trees as possible.

The resident was informed that there will be a preconstruction meeting and Conservation Commission will have the ability to control what trees are cut. It was suggested that the resident contact the Conservation Agent about information on the preconstruction mtg.

Member Hayes wants to make sure the tree protection sedimentation controls are noted.

The DRC Chairman responded that the applicant needs to pay attention to the buffers. It is unclear what will remain undisturbed. He wanted to know if the Design Review Committee will be able to make comments on the proposed tree line.

The applicant explained the lines on the plan and the shading. The erosion plans define limits of work and are defined very clearly and cannot vary. It is a bold line and it was submitted to Conservation. (Sheets C10-C11)

Design Review Committee Member Rachel Walsh referenced the use of fence possible running to the east side. She wanted clarity on where the fence starts and stops. This needs to be further clarified to determine what might be needed for buffering.

The sheet which was referenced was L: 06. The applicant responded that they will try to integrate the fencing as part of the design. The fence needs to be closer to road on which side of swale. The purpose of it is to block the headlights.

Resident Tim Choate responded that the lot line and road is less than 50 ft. and in the bylaw it references that it cannot be less than 25 ft.

Consultant Carlucci will review the bylaw and will report back to the Board.

Matt Buckley mentioned that the DRC is waiting for information about the retaining wall. This lengthy wall will be visible from the open space and trails along the river. The current plan shows serviceberry trees to screen the wall. This is inadequate. The materials of this wall have not been confirmed, but the applicant did say it would be large concrete block material. The DRC would like to see material used which has an indigenous appearance.

The applicant responded that the details of this need to be completed by a structural engineer. Once that is done it can be integrated. The wall will not be higher than 10 feet.

The Chairman explained that the job of the Board is to take the recommendation from the Design Review Committee. The Board might agree with the recommendation, or we might not.

DRC Chairman Buckley responded that the DRC would like to see smaller blocks and the faces of the stone since the public will see this wall from the trail.

The applicant does not want to spend an additional \$100,000.00 for a stone façade if this is facing the wetlands and trails.

The DRC also mentioned the buffer along the eastern property line. They would like to see more than a single line of plantings.

The applicant did indicate that they did address some of the areas with the Conservation Commission. This was noted on sheet C12. The side slope was shown and edge of existing woods and edge of disturbance. The entire pond area will remain natural and wooded. Nothing can be planted on the access berm around the detention pond. The Commission asks that there be a special seed mix used.

Rachel Walsh suggested that since no plantings can be included around the detention area, then on the east side of detention area, could a row of rhododendron be added with the staggering of the trees.

Resident Choate wanted to know how the bylaw is interpreted regarding drainage facility.

Consultant Carlucci responded that the applicant is in excess of the minimum required open space and the applicant does not reference the drainage areas as being part of the required open space. The trails are considered open space.

There was a question if the main building will be 70 ft. tall. The applicant did respond that this height will remain.

**Action Items:**

- The lighting poles some of the photometric need to be updated.
- Create a phasing plan
- Susy will begin to work on draft decision

**Conditions:**

- Provide the wiring for future electric vehicle installation within the garage.
- Use energy saving appliances through the development.
- Limit hours of construction.
- Schedule for payment in lieu of affordable housing.
- Minimum site work before authorizing bonding and infrastructure before building permit issued.



- Construction observation from Tetra Tech.
- Bonding for wetland replication and value to consolidate into one bond versus two bonds.

The Chairman will not be present for the meeting on January 26, 2016 but can attend remotely.

**On a motion made by Bob Tucker and seconded by Rich Di Iulio, the Board voted by Roll Call vote to continue the hearing until January 26, 2016 at 7:30 pm.**

**Roll Call Vote:**

Rich Di Iulio	aye
Bob Tucker	aye
Ton Gay	aye
Matt Hayes	aye
Andy Rodenhiser	aye


Member Gay exited from the meeting at 9:37 pm.

**Adjourn:**

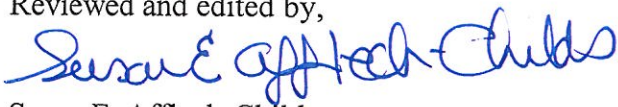
**On a motion made by Matt Hayes and seconded by Rich Di Iulio, the Board voted unanimously to adjourn the meeting.**

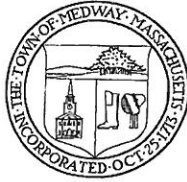
**The meeting was adjourned at 9:38 pm.**

Respectfully Submitted,

  
Amy Sutherland  
Recording Secretary

Reviewed and edited by,

  
Susan E. Affleck-Childs  
Planning and Economic Development Coordinator



January 12, 2016  
Medway Planning & Economic Development Board  
Meeting

**MILLSTONE VILLAGE ARCPUD**

- Email request from Brian Clark, site supervisor to switch driveway location for duplex building at the corner of Millstone and Fieldstone
- Drawing showing the reconfigured building
- Email from Tetra Tech
- Excerpt from definitive plan showing location of duplex structure.

A-OK-  
1-12-16

## Susan Affleck-Childs

---

**From:** Brian Clarke <brian-clarke@live.com>  
**Sent:** Thursday, January 07, 2016 9:19 AM  
**To:** Susan Affleck-Childs  
**Subject:** Fw: Foundation plans  
**Attachments:** Duplex with garage in front Foundation.pdf; ATT00001.htm; ATT00002.htm; ATT00003.htm

Hi Susy

Here is the plans we propose for the property 14 fieldstone/28 millstone.

This would place both driveways on millstone dr. We could change the address from 14 fieldstone to 26 millstone keeping all the units on the street with a millstone address

---

**From:** Leo <leo@motaconstructioncorp.com>  
**Sent:** Monday, December 14, 2015 4:50:07 PM  
**To:** Brian Clarke  
**Subject:** Foundation plans

Sent from my iPhone

Begin forwarded message:

**From:** "Paul Apkarian Architects, Inc." <paul@paa.net>  
**Date:** December 14, 2015 at 7:43:56 PM EST  
**To:** "Leo" <leo@motaconstructioncorp.com>  
**Subject:** RE: 2 Millstone Unit 52

Leo

Here is Lot 29, Lot 31 and the duplex Foundation plans

I DID NOT do lot 35 I found some errors in his dimensions. Give me a day or two to draw out the floorplans to make sure the plans work.. then I will get you the foundation

Hope that is ok

Best Paul

-----Original Message-----

**From:** Leo [mailto:leo@motaconstructioncorp.com]  
**Sent:** Monday, December 14, 2015 7:56 AM  
**To:** Steven Venincasa  
**Cc:** Inc. Paul Apkarian Architects; Brian Clarke  
**Subject:** Re: 2 Millstone Unit 52

Paul the unit is 52 not 23 please make the change end send again please

Sent from my iPhone

## Susan Affleck-Childs

---

**From:** Bouley, Steven <Steven.Bouley@tetrattech.com>  
**Sent:** Thursday, January 07, 2016 3:14 PM  
**To:** Susan Affleck-Childs  
**Subject:** RE: Mini change at Millstone

I have no issue with that, essentially just rotating the house and driveway 90° to line up with Millstone Drive.

---

**From:** Susan Affleck-Childs [mailto:sachilds@townofmedway.org]  
**Sent:** Thursday, January 07, 2016 12:07 PM  
**To:** Bouley, Steven <Steven.Bouley@tetrattech.com>  
**Subject:** Mini change at Millstone

Hi Steve,

See note below and attachment.

Any concern or issue on your end!?!?

Susy

Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

Town of Medway  
155 Village Street  
Medway, MA 02053  
508-533-3291  
[sachilds@townofmedway.org](mailto:sachilds@townofmedway.org)

*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:** Brian Clarke [mailto:brian-clarke@live.com]  
**Sent:** Thursday, January 07, 2016 9:19 AM  
**To:** Susan Affleck-Childs  
**Subject:** Fw: Foundation plans

Hi Susy

Here is the plans we propose for the property 14 fieldstone/28 millstone.

This would place both driveways on millstone dr. We could change the address from 14 fieldstone to 26 millstone keeping all the units on the street with a millstone address

---

**From:** Leo <[leo@motaconstructioncorp.com](mailto:leo@motaconstructioncorp.com)>  
**Sent:** Monday, December 14, 2015 4:50:07 PM  
**To:** Brian Clarke  
**Subject:** Foundation plans

Sent from my iPhone

Begin forwarded message:

**From:** "Paul Apkarian Architects, Inc." <[paul@paai.net](mailto:paul@paai.net)>  
**Date:** December 14, 2015 at 7:43:56 PM EST  
**To:** "Leo" <[leo@motaconstructioncorp.com](mailto:leo@motaconstructioncorp.com)>  
**Subject:** RE: 2 Millstone Unit 52

Leo  
Here is Lot 29, Lot 31 and the duplex Foundation plans  
I DID NOT do lot 35 I found some errors in his dimensions. Give me a day or  
two to draw out the floorplans to make sure the plans work.. then I will get  
you the foundation  
Hope that is ok  
Best Paul

-----Original Message-----

**From:** Leo [<mailto:leo@motaconstructioncorp.com>]  
**Sent:** Monday, December 14, 2015 7:56 AM  
**To:** Steven Venincasa  
**Cc:** Inc. Paul Apkarian Architects; Brian Clarke  
**Subject:** Re: 2 Millstone Unit 52

Paul the unit is 52 not 23 please make the change end send again please

Sent from my iPhone

On Dec 14, 2015, at 7:52 AM, Steven Venincasa <[sv@casarealty-builders.com](mailto:sv@casarealty-builders.com)>  
wrote:

<IMG\_0955.JPG>

Sent from my iPad



PARCEL A  
 1,333,183 ± SQ. FT.  
 OR  
 30.61 ± ACRES

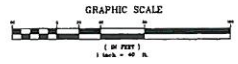
APPROVED 6-24-14 SUBJECT TO COVENANT  
 CONDITIONS SET FORTH IN A COVENANT ENFORCED  
 BY CASPER MANAGEMENT LIMITED LIABILITY COMPANY AND TO  
 BE RECORDED (REGISTERED) HEREWITH.  
 I, TOWN CLERK OF THE TOWN OF MEDWAY,  
 RECEIVED & RECORDED FROM THE PLANNING  
 BOARD MEMBERS OF THIS PLAN AND NO APPEAL  
 HAS BEEN TAKEN FOR TWENTY DAYS NEXT AFTER  
 RECEIPT AND RECORDING OF SAME.  
 [Signature] 7/16/14  
 TOWN CLERK

APPROVED BY:  
 MEDWAY PLANNING BOARD  
 [Signature]  
 [Signature]  
 [Signature]  
 APPROVED: 6-24-14  
 ENDORSED: 7-29-14

- LEGEND
- S — SEWER LINE (8" PVC TYP.)
  - SW — SINKER MANHOLE
  - DN — DRAINAGE LINE (SIZE AS NOTED)
  - DM — DRAINAGE MANHOLE
  - CB — CATCH BASIN
  - WL — WATER LINE
  - W — WATER METER
  - HY — HYDRANT
  - WT — WATER TEE
  - MCB — MODIFIED CAPC OOD BERM
  - VGC — VERTICAL GRANITE CURB
  - CC — CROSSLING CONTIGUOUS
  - PC — PROPOSED CONTOUR
  - SW — STONE WALL
  - UP — UTILITY POLE

I CERTIFY THAT THIS PLAN CONFORMS TO THE  
 RULES & REGULATIONS OF THE REGISTER OF DEEDS.  
 THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE  
 PROCEDURAL AND TECHNICAL STANDARDS FOR THE  
 PRACTICE OF LAND SURVEYING IN THE  
 COMMONWEALTH OF MASSACHUSETTS.  
 [Signature] 7/22/14  
 E. HARRIS P.E.  
 [Seal]

SITE LAYOUT



REVISIONS			
NO.	DATE	DESCRIPTION	DES. CKD.
1	4/28/14	PROMOTE DRAINAGE TREATMENT UNITS	WML
2	7/23/14	PLANNING BOARD CONDITIONS OF APPROVAL	WML

**GLM ENGINEERING CONSULTANTS, INC.**  
 19 EXCHANGE STREET  
 HOLLISTON, MASSACHUSETTS 01746  
 (508)429-1100 Fax: (508)429-7100

**ADULT RETIREMENT COMMUNITY PLANNED UNIT DEVELOPMENT**  
**"MILLSTONE VILLAGE"**  
 MEDWAY, MASSACHUSETTS

OWNER:  
 BETTY McCALL-VERNAOLI  
 12 PARTRIDGE STREET  
 MEDWAY, MASSACHUSETTS 02053

APPLICANT:  
 ELITE HOME BUILDERS LLC  
 P.O. BOX 1205  
 WESTBORO, MASSACHUSETTS 01581

DATE: OCTOBER 15, 2013  
 STREET NO.: 6 OP 21  
 SCALE: 1"=40'



**January 12, 2016**  
**Medway Planning & Economic Development Board**  
**Meeting**

**NORWOOD ACRES – Project Completion**

- Project Completion Checklist
- Certificate of Completion and Release of Subdivision Performance Guarantee

The bond amount is \$40,082.50. The refund should be for that amount plus whatever interest has accrued since the account was established in September 2014.



## Norwood Acres - Project Completion TO DO List

TASK	WHO is RESPONSIBLE?	STATUS & NOTES - 1/12/16
Check status of Norwood Acres Construction Account	Susy	Balance is \$3,447.61
Conduct site inspection and prepare punch list re: all items shown on PM definitive plan	Tetra Tech	8/25/2014
Complete punch list items	Wayne Marshall	11/20/15 - WM reports that all work is completed and requests re-inspection
TT Re-inspection	Tetra Tech	11/23/2015
Project Completion Sign off	Tetra Tech	TT email - 11/24/2015
Prepare as-built plan and submit to PEDB for TT review	Guerriere & Halnon	Submitted to PEDB on 12/14/15
Review as-built plan and provide comments	Tetra Tech	TT review letter dated 12/15/2015. Forwarded to applicant and engineer for plan revisions
Revise as-built plan if needed and resubmit to PEDB	Guerriere & Halnon	Revised plan submitted to PEDB on 12/17/15
Review revised as-built plan and sign off	Tetra Tech	TT approval email - 12/18/2015
ConCom votes to accept conveyance of Open Space Parcel to TOM/CC	Susy to coordinate with Bridget	7/23/2015
BOS votes to accept conveyance of Open Space Parcel B to TOM/CC	Susy to coordinate with Allison	10/13/2015
Open space deed recorded	Petrini & Associates	10/30/2015 - Book 33600, Page 264
Document that taxes are paid to the Town for all property owned by developers - house lots and road parcels	SAC to check with Treasurer/Collector's office	OK per Treasurer/Collector 11-23-15
Document that Norwood Acres Homeowners Association has been established and recorded at Norfolk County Registry of Deeds	Wayne Marshall	Email dated 11/23/15 from Wayne Marshall. Norwood Acres Homeowners Trust was recorded 9-23-14
Document that Declaration of Protective Covenants and Private Roadway Agreement has been recorded at Norfolk County Registry of Deeds	Wayne Marshall	Email dated 11/23/15 from Wayne Marshall. Declaration of Private Roadway Agreement recorded 9-23-14

TASK	WHO is RESPONSIBLE?	STATUS & NOTES - 1/12/16
Document that road parcel and drainage easement have been conveyed to the Norwood Acres Homeowners Association and recorded at Norfolk County Registry of Deeds	Wayne Marshall	Email dated 11/23/15 from Wayne Marshall. Deed for road and easement recorded 4-2-15
Provide documentation that the completed stormwater drainage system has been maintained in compliance with the subdivision's Stormwater Operations and Maintenance Plan	Wayne Marshall	Wayne Marshall provides stormwater reports dated 5-31-15 and 11-23-15. Susy forwarded to Steve Bouley to review for compliance with Stormwater O & M plan. TT 1/12/16 email - OK.
Sign offs from various Town Departments		
<i>Conservation Commission Certificate of Compliance (if applicable)</i>	Wayne Marshall files request with ConCom	Request for Certificate of Compliance has been filed with ConCom. ConCom will consider at its 1-14-16 mtg.
<i>Fire Department</i>	SAC to contact and request	Susy emailed 11-23-15. No response.
<i>Police Department</i>	SAC to contact and request	Susy emailed 11-23-15. No response.
<i>DPS</i>	SAC to contact and request	Susy emailed 11-23-15. No response.
<i>PEDB</i>	SAC to schedule	1-12-16 PEDB mtg.
<b>Updated - 1/12/16</b>		



**Medway Planning and Economic Development Board  
Certificate of Completion and Final Release of  
Subdivision Performance Guarantee**

The Planning and Economic Development Board of the Town of Medway has received a written request from subdivision developer Wayne Marshall requesting a *Certificate of Completion and Final Release of Performance Guarantee* for the following subdivision:

**Title of plan:** Norwood Acres Definitive Subdivision – Permanent Private Way

**Drawn by:** Guerriere and Halnon, Inc., Milford, MA

**P.E. or Surveyor's Registration #:**

- Paul Atwood, PLS: #36854
- Michael Dean, PE: #46255

**Date of Plan:** October 29, 2012

**Date of Plan Approval:** October 23, 2012

**Date of Plan Endorsement:** April 9, 2013

**Owner's Name:** Andrew Marshall, 2 Trail Drive  
Matthew Marshall, 3 Trail Drive

Plan Recording Information: May 22, 2013 – Book 622, Page 57 Norfolk County Registry of Deeds

The Planning Board has determined that the subdivision as approved has been fully and satisfactorily completed in accordance with the requirements of:

- M.G.L., ch. 41, Sections 81K – 81GG (*the Subdivision Control Law*);
- the Planning Board's *Subdivision Rules and Regulations* applicable to this subdivision;
- the application submitted for approval of this subdivision;
- the Certificate of Action and all conditions of approval of this subdivision
- the recommendations, if any, of the Board of Health;
- the approved definitive subdivision plan;
- all conditions subsequent to approval of this subdivision due to any amendment, modification, or rescission of the approval of the definitive subdivision plan;
- all of the provisions set forth in any performance guarantee and any amendments thereto; and the following additional documents if any:

---

(hereinafter "approval instruments").

**All existing methods for securing construction of ways and installation of municipal services in the subdivisions are hereby released.**

**MEDWAY PLANNING and ECONOMIC DEVELOPMENT BOARD**

_____	_____
Board Member	Date
_____	_____
Board Member	Date
_____	_____
Board Member	Date
_____	_____
Board Member	Date
_____	_____
Board Member	Date

**COMMONWEALTH OF MASSACHUSETTS**

Norfolk, SS. \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, the undersigned notary public, personally appeared the above named members of the Medway Planning and Economic Development Board: \_\_\_\_\_

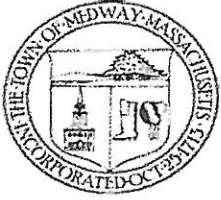
\_\_\_\_\_

proved to me through satisfactory evidence of identification, which was \_\_\_\_\_

\_\_\_\_\_

to be the person (s) whose name is signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily and for its stated purpose.

\_\_\_\_\_  
Notary Public  
My commission expires:



# Town of Medway

## Remote Participation Request

I, THOMAS A. GAY (print name), hereby request to participate remotely at the meeting of the MP&ED (Board/Committee/Commission) to be held on JAN. 12, 2016 (date). I certify to the Chair that my absence is the result of one or more of the following factors which make my physical presence unreasonably difficult:

- (1) Personal Illness or Disability
- (2) A Family or Other Emergency
- (3) Military Service
- (4) Geographic Distance (Employment / Board Business)

Explanation: BUSINESS IN WASHINGTON DC, 1-11 ~ 1-16-16

During the meeting, I will be at the following location:

RENAISSANCE ARLINGTON  
Address CAPITAL VIEW HOTEL

508.341.5174  
Phone Number

Thomas A. Gay  
Signature of Member

01.07.16  
Date

Please sign and return to Chair

Request received by [Signature]  
Chair (please print)

1-12-2016  
Date

Method of Participation speakerphone (e.g. speakerphone)

Request Approved 1-12-16 Request Denied\* \_\_\_\_\_

\_\_\_\_\_  
Signature of Chair

\_\_\_\_\_  
Date

Signed form to be appended to the meeting minutes.  
\*All Denied Requests are Final and Not Appealable.



**January 12, 2016**  
**Medway Planning & Economic Development Board**  
**Meeting**

**Salmon/Willows ARCPUD**

You have previously received an 11" x 17" paper version of the revised plans dated December 11, 2015. I have also sent you links to access the pdfs of the updated plans at DROPBOX.

The following items are attached for your review:

- PGC review letter dated January 6, 2016
- Tetra Tech review letter dated January 7, 2016

The DRC reviewed the revised plans at its meeting on January 4<sup>th</sup>; the applicant did not attend. The DRC is preparing a series of questions. I will forward that list to you and the applicant upon receipt.

The next Conservation Commission meeting for this development is Thursday, January 14th.

---

**PGC ASSOCIATES, INC.**

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

---

January 6, 2016

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

**Re: Salmon Health and Retirement Comment Community Revised ARCPUD  
Special Permit Applications (The Willows).**

Dear Mr. Rodenhiser:

I have reviewed the revised plans for an ARCPUD special permit submitted by Continuing Care Management, LLC of Westborough. The owner is Charlotte Realty LLC, of Sharon.

The proposal is to construct a complex for persons over 55 consisting of 54 (a reduction of 2 from previous plans) detached independent living cottages, 15 independent living cottages attached to the main building, 56 apartments in a common building along with 60 assisted living units and 40 memory care assisted living units. Also included are a pavilion and a medical office building along with walking paths, open space, parking, drainage, landscaping, etc. The plans were prepared by Coneco Engineers and Scientists of Bridgewater (engineers), CI IA of Keene New Hampshire (Landscape Architects) and Dario Designs of Northborough (Architects), and are dated June 12, 2015, with a latest revision date of December 11, 2015

The property is located Village Street in the Agricultural-Residential II zoning district. I have repeated the comments from my November 4, 2015 letter which included only those relevant comments from my original July 9, 2015 review letter with updated comments in **bold**. New comments are in ***bold italics*** as follows:

**Zoning**

9. It is not possible to determine that the open space requirements are met. No calculations are provided to document that the quantities are met (40% of total, 60% Common Open Space, maximum of 50% of required open space can be wetland resources and no drainage facilities within open space) and no boundaries are indicated to identify open space.

**I had subsequently reviewed the open space plan provided and determined that the requirements had been met. The revised plans indicate a slightly reduced percentage of open space (66% vs. 70%) but still well above the 40% required. The subcategories of open space also remain in compliance.**

***The open space remains in compliance. OK.***

11. There is no documentation that the Four Step Design Process was used (8.5.J). It should be noted, however, the result indicates that the most important resource areas have been avoided.

**The applicant has clearly demonstrated that the 4-step design process was used. Previously demonstrated. OK.**

14. Section 7.1 provides parking requirements. It requires 2 spaces per "unit" as calculated in #5 above. Thus 298 spaces are required for the units. It also requires 1 space per 300 square feet of net usable area for other uses. The medical offices require 38 spaces at 11,275 square feet, but this figure is likely to be reduced when net usable area is determined (At present, 21 spaces are provided). The pavilion is another 3522 square feet so another 12 spaces would be required (and 14 are provided) for it for a total of 348 spaces required.

The applicant used a ratio of 1 space per 500 square feet for the medical building and pavilion. This has resulted in 20 spaces for the medical building and 8 for the pavilion. Therefore the total calculated by the applicant is 326. The applicant's Parking Impact Assessment indicates 334 spaces provided in one section and 440 in another. The total number of spaces may be OK (subject to verification of the actual number and the net usable area of the medical offices and pavilion) but the allocation may need to be adjusted. Section 7.1.1.J allows the PEDB to reduce the required number if documentation can be shown to justify a reduction. Also, the Parking Impact Assessment needs to be revised to be consistent with what is shown on the plans. Finally, consideration should be given to providing a few guest parking spaces in areas that are some distance from the pavilion and main building.

**The applicant meets or exceeds the parking requirements in all sections of the project. The Parking Impact Assessment also reconciles what had been different numbers.**

*The medical building now has 26 spaces in its primary parking lot plus an additional 6 spaces in a lot with pervious pavement just across the entrance drive. The pavilion now has 14 spaces. OK*

15. Section 7.1.1.I requires that there be 1 bicycle space for each required vehicle parking space. No bicycle spaces are shown.

**The applicant has provided bike racks for employees within a fence-enclosed area and has requested a waiver from this requirement. As a Zoning Bylaw requirement, the Planning Board does not have the authority to waive this. It would need a variance from the ZBA. Furthermore, while applicant states that the residents would not use bicycles (this may not be true of the residents in independent living units), bicycle racks would be useful for the public who may take advantage of the publicly accessible open space and trails. With 336 spaces (exempting the individual garage spaces), 17 bicycle spaces would be required. It is not clear how many are provided for employees, but it appears that only 8-10 additional rack spaces would be needed to comply.**

*I could not find the bicycle racks that had been shown on the previous plan. Despite my comment above, the bicycle requirement is waivable by the PEDB as part of site plan review. ARCPUD projects are exempt from site plan review and the Zoning Bylaw states that when site plan review is not required, the Building Inspector may waive the bicycle*



*requirement “based on individual site conditions.” As stated above, bicycle racks would be useful for persons wishing to travel to the public open space and trails.*

16. Section 7.1.2.E requires that there be no light trespass onto abutting properties. The photometric plan indicates light trespass up to .4 foot-candles on property to the west.  
**The revised Photometric Plans now document that this requirement is met.**  
*The Photometric Plans continue to show no light trespass. However, those plans show 0.0 foot-candles directly under some of the light fixtures along the eastern entrance (which are different than most of the other fixtures on site). While light can be precisely directed, these values should be verified.*

### ARCPUD Rules and Regulations

18. The proposed development generally meets the regulations in the former bylaw with the following possible exceptions:
- a. The roadway and other infrastructure systems should be linked to and coordinated with surrounding off-site infrastructure. The sidewalk network within the site is well designed and extends out to Village Street. However, there is no sidewalk on the same side of Village Street as the project site. Consideration should be given to add an enhanced crosswalk, perhaps with a lighted warning system, to connect with the sidewalk on the other side of Village Street.  
**A crosswalk is now provided across Village Street at the Main Entrance. Furthermore, the crosswalk is enhanced with a solar-powered cross warning signal.**  
*Crosswalks with solar-powered warning signals are provided at both entrances. OK.*
  - b. Deed restrictions or other measures may be considered to permanently protect the open space, not allow future subdivision, maintain architectural and site development standards, and to prohibit persons under 55 from residing in the development.  
**The applicant states that a covenant, subject to Town Counsel approval, will be executed to comply with the above. The covenant or other document should also ensure public access to the open space in perpetuity.**  
*Still valid. OK.*

### General Comments

19. Village Street is a Scenic Road. A public hearing will be required for removal of any trees or stone wall within the street right-of-way. Consideration should be given to applying for that now so that it can be held in conjunction with a continued special permit hearing.

**The Scenic Road work permit has been applied for and issued.**

*Still valid. OK.*

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

Sincerely,

A handwritten signature in black ink that reads "Gino D. Carlucci, Jr." with a stylized flourish at the end.

Gino D. Carlucci, Jr.



**TETRA TECH**

August 5, 2015  
(revised November 5, 2015)  
(revised January 7, 2016)

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

**Re: The Willows at Medway  
ARCPUD Subdivision Review  
Medway, Massachusetts**

Dear Ms. Affleck-Childs,

Tetra Tech (TT) has performed a review of the proposed ARCPUD Subdivision Plans for the above mentioned project. The proposed project includes the construction of freestanding detached and attached cottages, apartments, assisted living facilities, pavilion building and medical office building located on an approximate 57 acre plot of land with frontage along Village Street. The project also proposes to construct a loop road with two entrances to the site from Village Street. Traffic analysis has been completed and part of a separate review letter from TT. The stormwater design will consist of catch-basins, manholes and water quality units that outlet to at-grade and underground detention/infiltration basins prior to flowing off-site.

TT is in receipt of the following materials:

- A plan (Plans) set entitled "Salmon Health and Retirement Community, ARCPUD Special Permit Site Plans, Village Street, Medway, Massachusetts 02053", dated June 12, 2015, prepared by Coneco Engineers & Scientists (CES).
- A stormwater management report (Stormwater Report) entitled "Stormwater Management Report" dated June 12, 2015, prepared by CES.
- A traffic report (Traffic Report) entitled "Traffic Impact Study for the Salmon Health and Retirement Senior Community" dated April 2015, prepared by McMahon Transportation Engineers & Planners (MTEP)
- A narrative (Projection Narrative) entitled "Salmon Health and Retirement Senior Community" prepared by Continuing Care Management LLC (CCM)
- A form (Application Forms) set entitled "Application for Adult Retirement Community Planned Unit Development (ARCPUD)", dated June 12, 2015, prepared by CCM.

Marlborough Technology Park  
100 Nickerson Road  
Marlborough, MA 01752  
Tel 508.786.2200 Fax 508.786.2201



- A form set entitled "Medway Planning and Economic Development Board, Request for Waiver from Rules and Regulations", dated July 8, 2011, prepared by CHA Consulting Inc. (CHA).

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

**Conformance with Planning Board Rules and Regulations for the Review and Approval of Land Subdivisions (Chapter 100):**

- 1) It appears labeling of the profiles is incorrect. The profiles appear to be drawn correctly, however, the vertical scale reads 1"=40' instead of 1"=4'.(Ch. 100 §5.6.3)
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 2) The name for the project on the proposed Plans is not consistent with "The Willows" title which has been used for the project recently. All material should reflect the permanent name of the project. (Ch. 100 §5.7.3)
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 3) The applicant has not shown existing trees (12 in. dia.) on the existing conditions plan. This information is utilized in determining the extent of disturbance to the land and to help the board better understand the magnitude of tree removal on-site. (Ch. 100 §5.7.6)
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 4) The zoning district is not shown on the Plans. (Ch. 100 §5.7.13)
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 5) Building setbacks are not shown on the Plans. (Ch. 100 §5.7.14)
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 6) A waiver list is not shown on the cover sheet of the Plans. (Ch. 100 §5.7.16)
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 7) The applicant has not provided the notation that the Plans are subject to a covenant to be recorded with the Plans. (Ch. 100 §5.7.18)



## TETRA TECH

- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 8) The applicant has not provided invert information for the infiltration trenches associated with the drain infrastructure. (Ch. 100 §5.7.23.c)
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 9) The applicant has not provided an O & M Plan on the Plans. (Ch. 100 §5.7.23.e)
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 10) A typical cross-section of the proposed roadways has not been provided. (Ch. 100 §5.7.25)
  - TT 11/05/15 Update: The applicant has provided a cross-section of the roadway. However, the pavement thickness should be increased to 4" per the town of Medway "Permanent Private Roadway" detail.
  - TT 01/07/16 Update: This item has been addressed to our satisfaction.
- 11) The applicant has not provided street name signs on the Plans. Stop signs have been provided but no mention of street name signage. It is recommended the applicant also place a note on the plan to coordinate signage installation with Medway DPS prior to construction. Also, confirmation of approval of street names have not been provided. (Ch. 100 §5.7.27)
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.

Sheet 2  
C59-

### Conformance with Planning Board Rules and Regulations for Review and Approval of ARCPUD Plans and Issuance of ARCPUD Special Permits (Chapter 300):

- 12) It appears labeling of the profiles is incorrect. The profiles appear to be drawn correctly, however, the vertical scale reads 1"=40' instead of 1"=4'. (Ch. 300 §303-4.A.8)
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 13) The applicant has not provided a locus map detailing street configuration, major land uses, major natural features and zoning district boundaries within 2,000 feet of the boundary of the site at a minimum scale of 1"=800'. (Ch. 300 §303-4.A.9)
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 14) A list of waivers has not been supplied on the Plans. (Ch. 300 §303-6.N)



- TT 11/05/15 Update: This item has been addressed to our satisfaction.

**The following items were found to be not in conformance with the MA DEP Storm Water Management Standards, Town of Medway Stormwater Design Standards (Chapter 100 Section 7.7) or requiring additional information as it relates to site drainage facilities:**

- 15) The applicant should update the HydroCAD report pond descriptions to correspond to the descriptions on the Grading and Drainage Sheets (i.e. update description for Pond MF to Infiltration Trench 1).
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 16) The applicant should show test pit locations on the Grading and Drainage Sheets for ease of reviewing the proposed drainage.
  - TT 11/05/15 Update: Test pit locations are shown on the Grading and Drainage sheets. However, the applicant has not provided a test pit within the footprint of all proposed infiltration BMP's. At a recent meeting with the applicant, they stated they will be conducting test pits at each infiltration BMP.
  - TT 01/07/16 Update: This item has been addressed to our satisfaction. ✓
- 17) Runoff rates and volumes must be detained on-site for the two (2), ten (10), twenty-five (25), and one hundred (100) years storm events. For ease of review, please include a comparison table for runoff volumes in Appendix C of the Stormwater Management Report. (Ch. 100 §7.7.2.g)
  - TT 11/05/15 Update: A comparison table for runoff volumes has been provided. However, the Applicant should confirm the proposed total runoff for the "Offsite West" design point since the values included in Appendix C do not match the HydroCAD report.
  - TT 01/07/16 Update: This item has been addressed to our satisfaction. ✓
- 18) All drain pipes except sub-drains shall be Class IV reinforced concrete pipe as required by the regulations. Utilities Note #7 on sheet C1 states that "*Utility pipe materials shall be as follows unless otherwise notes on the plan: storm drainage pipes shall be double wall, smooth interior high density polyethylene (HDPE)*". However, TT has no objection to the pipe specified for the project. (Ch. 100 §7.7.4.b)
  - TT 11/05/15 Update: Comment acknowledged, the applicant is requesting a waiver. This item has been addressed to our satisfaction.



## TETRA TECH

- 19) The applicant has not provided foundation perimeter drains on the Plans. (Ch. 100 §7.7.4.d)
  - TT 11/05/15 Update: Comment acknowledged, the applicant is requesting a waiver. This item has been addressed to our satisfaction.
- 20) On sheet C17, infiltration trench adjacent to Unit 50 on Lilac Path is not labeled.
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 21) On sheet C19, infiltration trench adjacent to Unit 27 on Willow Pond Circle is not labeled.
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 22) The applicant should confirm the areas for all subcatchments. The existing conditions HydroCAD report has a total area of 57.491 acres. The proposed conditions HydroCAD report has a total area of 50.981 acres (2,220,716 sf) and the proposed Unit Infiltration Systems HydroCAD report has a total area of 3.261 acres. There is a 3.249 acre decrease under the proposed conditions. However, the outer subcatchment boundary on Figures 7 and 8 appear to be identical.
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 23) The applicant should update the Charles River subcatchment data on Figure 7 to match the data in the existing HydroCAD report.
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 24) The applicant should update the Charles River, Intermediate Roadway, Main Campus, and Pond Drive subcatchment data on Figure 8 to match the data in the proposed HydroCAD report.
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 25) The applicant should confirm that all infiltration BMPs have a minimum separation from seasonal high groundwater of at least two (2) feet. If the separation is less than four (4) feet, provide a mounding analysis per Volume 3, Chapter 1, pages 28-29 of the 2008 Massachusetts Stormwater Handbook.
  - TT 11/05/15 Update: Based upon our meeting with the applicant, they will be providing a table indicating separation to groundwater.
  - TT 01/07/16 Update: This item has been addressed to our satisfaction.



- 26) The applicant should confirm that all proposed infiltration BMP's are able to drain fully within 72 hours. The calculations included in Appendix C of the Stormwater Management Report includes a general calculation, however, a calculation should be included for each infiltration BMP.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 27) The Stormwater Management Report indicates that "*a total of 85,057 cubic feet is provided on the site in just the underground infiltration systems*". The applicant should confirm this number against the HydroCAD report.
- TT 11/05/15 Update: Stormwater Management Report indicates that Basin 1 provides 16,904 cf of infiltration capacity and Basin 2 provides 20,933 cf of infiltration capacity. However this does not match the HydroCAD Report. Credit for the infiltration capacity should be taken below the lowest outlet. Also, the report should be updated to reference Basin 3, since Basin 2 has been deleted.
  - TT 01/07/16 Update: This item has been addressed to our satisfaction.
- 28) The applicant should confirm the saturated hydraulic conductivity (rawls rate) for all infiltration BMPs. The proposed HydroCAD report utilizes an exfiltration value of 2.41 inches/hour which corresponds to loamy sand, HSG A but the Drawdown calculations utilize an exfiltration value of 1.0 inches/hour which corresponds to sandy loam, HSG B.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 29) Per Volume 1, Chapter 1, page 11 of the 2008 Massachusetts Stormwater Handbook Infiltration Basins & Infiltration Trenches provide 80% TSS removal provided it is combined with adequate pretreatment such as a sediment forebay, vegetated filter strip, grass channel, or a water quality swale prior to infiltration. The TSS removal calculations in Table 4 of the Stormwater Management Report accounts for Infiltration BMPs having a TSS removal rate of 80% however Infiltration Basins 1, 2, and 3 do not have adequate pretreatment.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 30) The Charles River (segment ID MA72-04) is listed as an impaired water. If a TMDL exists that indicates a need to reduce pollutants other than TSS please provide documentation showing that the proposed BMPs are consistent with the TMDL.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.





- 31) The applicant should confirm that all proposed Stormceptor units are capable of treating the water quality volume. Refer to the following MassDEP document, "*Standard Method to Convert Required Water Quality Volume to a Discharge Rate for Sizing Flow Based on Manufactured Proprietary Stormwater Treatment Practices*" which is located at the following webpage:  
<http://www.mass.gov/eea/agencies/massdep/water/regulations/stormwater-policies-guidance.html>
- TT 11/05/15 Update: The Applicant has provided calculations. However, the incorrect data was used in calculating Stormceptor water quality flow rate. The impervious area discharging to the stormceptor unit should be used in calculating the Stormceptor water quality flow rate not the total area. The applicant should confirm the water quality volume treatment depth. In the Water Quality Volume calculations 0.5 inches is used, however in the Stormceptor water quality flow rate calculations 1.0 inches is used. Also the applicant should confirm that the Stormceptor units are capable of fully treating the water quality flow rate without any bypass.
  - TT 01/07/16 Update: This item has been addressed to our satisfaction.
- 32) Inverts of all proposed Stormceptor units should be confirmed by the applicant. On sheet C21, the invert into the unit is equal to the invert out for all the units. However, this does not correspond to the *Inlet and Outlet Pipe Invert Elevations Differences* listed in the *Stormceptor Design Notes* in Appendix I of the Stormwater Management Report.
- TT 11/05/15 Update: The Applicant has spoken to the Stormceptor manufacturer and confirmed that inverts can match without jeopardizing the effectiveness of the units. This item has been addressed to our satisfaction.
- 33) The applicant should update the inverts for all infiltration trenches in the HydroCAD report to correspond to the inverts listed in the Infiltration Trench Summary Table on sheet C21. For example on sheet C21 Infiltration Trench 1 has a bottom of trench elevation of 175.21 and a bottom culvec elevation of 176.21. However, in the HydroCAD report the elevations are 0.00 and 1.00.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 34) Per Volume 2, Chapter 2, page 91 of the 2008 Massachusetts Stormwater Handbook Basins 1, 2 and 3 shall have a 15 foot vehicle access around the entire basin perimeter.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.



## TETRA TECH

- 35) Per Volume 2, Chapter 2, page 91 of the 2008 Massachusetts Stormwater Handbook Basins 1, 2 and 3 shall have a drawdown device to draw the basin down for maintenance purposes.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 36) The inlets to Basins 1, 2, and 3 are submerged during the 25-year storm event. The applicant should confirm that the storm drain pipe networks into the basins have sufficient freeboard available to accommodate the tailwater condition.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 37) The intent of Basin 2 is unclear as shown on the Plans. It appears Cultec infiltration chambers are placed below an at-grade detention basin. This condition may cause issues with maintenance of both BMP's and may also cause increases in earthwork at this location. It is recommended the applicant research options to provide one BMP or the other at this location.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 38) The applicant confirm the berm elevation of Basin 1. On sheet C17 the berm elevation is 180.0 however in the HydroCAD report the berm elevation is 181.0.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 39) The applicant has not provided a minimum of one foot of freeboard in Basin 2.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 40) The applicant should confirm the berm elevation of Basin 3. On sheet C20 the berm elevation is 179.0, however, in the HydroCAD report the berm elevation is 180.0.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 41) The applicant should confirm invert of FES-2. On sheet C17 the invert of FES-2 is 173.50, however, in the HydroCAD report the invert is 176.50.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 42) The applicant should confirm invert of FES-4. On sheet C19 the invert of FES-4 is 166.5, however, in the HydroCAD report the invert is 173.5.



## TETRA TECH

- TT 11/05/15 Update: The Applicant has replaced FES-4 with a headwall. However, the Applicant should confirm the outlet information since the information provided on sheet C26 does not match the HydroCAD report.
  - TT 01/07/16 Update: This item has been addressed to our satisfaction.
- 43) The applicant should confirm invert of FES-6. On sheet C20 the invert of FES-6 is 166.5, however, in the HydroCAD report the invert is 173.50.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 44) Runoff from the abutting side streets (Nipmuc Street and Iroquios Street) flows to the west towards the wetlands in the Existing Condition. On sheet C18 the proposed grading on the eastern side of the roadway appears to be creating a low spot. The applicant should confirm that the proposed grading will not impact the abutting side streets.
- TT 11/05/15 Update: The Applicant has added a 24 inch nyloplast area drain (AD-1) north of Narragansett Street and a double catch basin (DCB-1) north of Iroquios Street. TT met with the applicant and this area is being redesigned and a revision will be provided at a later date.
  - TT 01/07/16 Update: The applicant has revised drainage infrastructure adjacent to the eastern property limit to include multiple collection points and cross culverts to direct stormwater entering the property from the east to on-site wetlands. This item has been addressed to our satisfaction.
- 45) It appears that existing runoff from adjacent properties near Naumkeag Street discharges to Basin 3. However, the subcatchment for Basin 3 does not include any area from the adjacent properties. The applicant should confirm Basin 3 has adequate storage to mitigate runoff from the adjacent properties.
- TT 11/05/15 Update: The Applicant has added a swale along the eastern property line to convey off-site flows however the Applicant should confirm that the swale has adequate capacity to convey flows and that no ponding will occur on the adjacent property. Appendix C of the Stormwater Management Report includes swale calculations, however the input data does not match what is shown on the Grading and Drainage Sheets. The Applicant should also provide a construction detail for the swale.
  - TT 01/07/16 Update: The applicant has revised drainage infrastructure adjacent to the eastern property limit to include multiple collection points and cross culverts to

Sheet C-61 shows cross-section of swale



**TETRA TECH**

direct stormwater entering the property from the east to on-site wetlands. This item has been addressed to our satisfaction.

- 46) Many of the proposed infiltration trenches are located on or near slopes. The applicant should confirm that there will be no break-out from the infiltration trenches.
- TT 11/05/15 Update: The Applicant noted that impermeable barriers can be added to ensure that breakout does not occur. However, further analysis is required to determine where impermeable barriers are required.
  - TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 47) Per Volume 1, Chapter 1, page 9 of the 2008 Massachusetts Stormwater Handbook, the following information should be added to the Long Term Pollution Prevention Plan:
- a) Maintenance of lawns, gardens and other landscaped areas;
  - b) Pet waste management;
  - c) Proper management of deicing chemicals and snow;
  - d) If a Total Maximum Daily Load (TMDL) has been developed that indicates that use of fertilizers containing nutrients must be reduced, a Nutrient Management Plan shall be included in the Long Term Pollution Prevention Plan.
- TT 11/05/15 Update: The Applicant will further develop the Long Term Pollution Prevention Plan prior to construction and the establishment of property management.
  - TT 01/07/16 Update: This item will be reviewed with the Conservation Commission and will be further developed during that review process based upon meeting with the applicant, Medway Conservation Agent and TT on 12/22/2015. This item has been addressed to our satisfaction.
- 48) The following information has not been provided in the Operation and Maintenance Plan:
- a) Plan showing the location of all the stormwater BMPs and maintenance access areas;
  - b) Description and delineation of public safety features
  - c) Estimated operation and maintenance budget;
  - d) Maintenance schedule for the surface infiltration basins (i.e. Basins 1, 2, and 3);
  - e) Maintenance schedule for the Cultec infiltration trenches.
- TT 11/05/15 Update: The Applicant will further develop the Long Term Pollution Prevention Plan prior to construction and the establishment of property management.

*When to be provided?*



## TETRA TECH

- TT 01/07/16 Update: This item will be reviewed with the Conservation Commission and will be further developed during that review process based upon meeting with the applicant, Medway Conservation Agent and TT on 12/22/2015. This item has been addressed to our satisfaction.
- 49) The Stormwater Management System Operation & Maintenance Checklist has a typo at the bottom of the page (i.e. *Appendix D*).
- TT 11/05/15 Update: This item has been addressed to our satisfaction.

### **The following items were found to be not in conformance with the Town of Medway Water/Sewer Rules and Regulations:**

- 50) The Applicant shall add note "Plumbers and drain layers of established reputation and experience will be licensed by the Board as Drain Layers authorized to perform work." (Article 111-2)
- TT 11/05/15 Update: This item has been addressed to our satisfaction.

### **The following items were found to be not in conformance with good engineering practice or requiring additional information:**

- 51) It does not appear the applicant has included detectable warning panels for ADA ramps throughout the site.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 52) Vertical granite curbing has not been provided on the plans for the main entrance as shown on Sheet C9.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 53) The applicant has not provided concrete encasement of vertical concrete curb as shown on the "Vertical Concrete Curb (VCC)" detail on Sheet C53.
- TT 11/05/15 Update: Concrete encasement of all curb is recommended. Although dowels are detailed for the concrete curb in the plan set, typically they are not installed in the field due to ease of installation for the contractor.
  - TT 01/07/16 Update: This item has been addressed to our satisfaction.
- 54) Sidewalk throughout the site terminates at Village Street at both entrances. Provisions for a crosswalk to the northern side of Village Street should be shown to provide connectivity with existing sidewalk infrastructure on Village Street.



**TETRA TECH**

- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 55) The applicant has not provided a retaining wall detail.
- TT 11/05/15 Update: Details of the wall will be provided prior to construction. Further discussion regarding the type of wall and proximity to drainage infiltration infrastructure will be required once the design is received. Impervious barriers may be necessary adjacent to infiltration chambers to prevent breakout of water through the wall.
  - TT 01/07/16 Update: This item has been addressed to our satisfaction.
- 56) The applicant should provide more detail on the construction sequencing plan. It is expected this project will be constructed in a phased approach and the plan should reflect that. The applicant should also provide a SWPPP and copy of the NPDES Construction General Permit.
- TT 11/05/15 Update: The applicant stated that a SWPPP will be submitted to the town prior to construction. This item has been addressed to our satisfaction.
- 57) The applicant has not provided Finish Floor Elevations (FFE) for the proposed buildings on site. This information is necessary to determine if further grading will be required around the buildings. There is concern that additional grading will be required to install the buildings and encroach on nearby wetlands.
- TT 11/05/15 Update: The applicant has provided a table detailing the foundations of each unit. However, we recommend placing finish floor elevations on the site plans for ease of review.
  - TT 01/07/16 Update: This item has been addressed to our satisfaction. ✓
- 58) A lighting report has been provided. However, details of the lighting are not shown on the Plans.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 59) The applicant has not provided a fire truck turning diagram throughout the site. Coordination between the applicant and the fire chief should be provided to confirm proper fire safety is achieved.
- TT 11/05/15 Update: The applicant has coordinated with the fire department regarding all truck turning on-site. This item has been addressed to our satisfaction.

*Submit details  
surface  
treatment  
before  
construction*



**TETRA TECH**

- 60) The applicant has not provided a table providing compensatory storage at each elevation of altered floodplain.
- TT 11/05/15 Update: TT met with the applicant and provided additional comments regarding this item. The applicant will revise the set of plans to show impacts and compensatory storage on the same sheet for ease of review. Conservation to also review this item.
  - TT 01/07/16 Update: This item will be reviewed with the Conservation Commission and will be further developed during that review process based upon meeting with the applicant, Medway Conservation Agent and TT on 12/22/2015. This item has been addressed to our satisfaction.
- 61) The applicant has not provided detail on the landscape plan regarding plantings within the wetland replication area.
- TT 11/05/15 Update: This item should be reviewed by Conservation to ensure proper plantings have been provided.
  - TT 01/07/16 Update: This item will be reviewed with the Conservation Commission and will be further developed during that review process based upon meeting with the applicant, Medway Conservation Agent and TT on 12/22/2015. This item has been addressed to our satisfaction.
- 62) The plans reference the riverfront area as a buffer. Riverfront area is considered a resource area under the MassDEP Wetlands/Rivers Protection Act.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 63) The applicant has not provided a detail of the proposed walking paths. Additional to the detail, there is concern that there is no grading shown for the paths which would further impact the surrounding wetland. It should also be noted that it is expected the paths within the wetland area will be greater in area than 5,000 s.f. Coordination between the applicant and MassDEP should be provided if the paths are acceptable to the state.
- TT 11/05/15 Update: This item should be reviewed by Conservation to ensure proper requirements are met.
  - TT 01/07/16 Update: This item will be reviewed with the Conservation Commission and will be further developed during that review process based upon meeting with the applicant, Medway Conservation Agent and TT on 12/22/2015. This item has been addressed to our satisfaction.

*to be discussed 1-14-16*

*1-14-16 CC my*

*very low impact*



## TETRA TECH

- 64) The applicant should provide correspondence with the utility company responsible for the cross-country sewer located in the southern portion of the site. Construction is proposed within the sewer easement.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 65) The applicant has not provided the sewer main on the plan and profile. It is unclear if the site buildings will be serviced by sewer or septic systems.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 66) The water main appears to be closer than 10-feet to the sewer adjacent to the southeast corner of the proposed campus building. DPS should advise on the treatment of this condition.
- TT 11/05/15 Update: The applicant will coordinate with DPS prior to construction. This item has been addressed to our satisfaction.
- 67) The water/gas main appear to be above grade at the cross culvert as shown on Sheet C29. There is concern the water main could freeze during the winter months.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 68) There are many high points in the water main shown. Air release valves are recommended to be installed at high points to release air which may be trapped in the water main.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 69) Gate valves are not shown on the Plans. Water main should be installed per the water/sewer rules and regulations.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.
- 70) Detail of the proposed water main connection in Village Street should be detailed. The town requires controlled density fill be used as a backfill material under pavement in all rights-of-way.
- TT 11/05/15 Update: This item has been addressed to our satisfaction.





**The following additional comments are based on revised submission dated October 20, 2015 provided by the applicant:**

CES has supplied TT with a revised submission based upon comments provided by TT in our previous letter. Revised comments are shown by "TT 11/5/15 Update" bulleted below each item. Text has been grayed for items which have been completed or superseded. TT has reviewed Stormwater Only from the revised October 20, 2015 submission. Site layout, utilities, additional drainage revisions and good engineering practice will be reviewed and comments provided in subsequent letters.

TT is in receipt of the following materials:

- A plan (Plans) set entitled "Salmon Health and Retirement Community, ARCPUD Special Permit Site Plans, Village Street, Medway, Massachusetts 02053", dated June 12, 2015, revised October 20, 2015, prepared by CES.
- A stormwater management report (Stormwater Report) entitled "Stormwater Management Report" dated June 12, 2015, revised October 20, 2015, prepared by CES.
- Stream Crossing Calculations, dated October 14, 2015.

The revised Plans, Drainage Report and accompanying materials were reviewed for conformance with the MA DEP Storm Water Management Standards (Revised January 2008) and good engineering practice.

- 71) The Applicant should confirm that the proposed culverts at the stream crossing are capable of conveying flows for the fifty (50) year storm event and that the calculations include the appropriate headwater and tailwater analyses. (Ch. 100 §7.7.2.h)
  - TT 01/07/16 Update: This item has been addressed to our satisfaction.
- 72) The Applicant has added Subcatchment AR (abutter runoff) to the HydroCAD analysis. This subcatchment under the proposed hydrologic conditions should be subdivided to indicate the tributary area discharging to AD-1, DCB-1, and the proposed swale along the eastern property line.
  - TT 01/07/16 Update: The applicant has revised drainage infrastructure adjacent to the eastern property limit to include multiple collection points and cross culverts to direct stormwater entering the property from the east to on-site wetlands. This item has been addressed to our satisfaction.
- 73) TT met with the applicant and his engineers on Tuesday November 3, 2015 to discuss revision of the drainage infrastructure along the eastern portion of the site. Once revisions are received, that portion of the drainage will be reviewed and comments provided in a subsequent review letter.



TETRA TECH

- TT 01/07/16 Update: The applicant has revised drainage infrastructure adjacent to the eastern property limit to include multiple collection points and cross culverts to direct stormwater entering the property from the east to on-site wetlands. This item has been addressed to our satisfaction.

**The following additional comments are based on revised submission dated December 11, 2015 provided by the applicant:**

CES has supplied TT with a revised submission based upon comments provided by TT in our previous letter. Revised comments are shown by "TT 01/07/16 Update" bulleted below each item. Text has been grayed for items which have been completed or superseded.

TT is in receipt of the following materials:

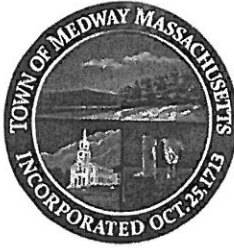
- A plan (Plans) set entitled "Salmon Health and Retirement Community, ARCPUD Special Permit Site Plans, Village Street, Medway, Massachusetts 02053", dated June 12, 2015, revised December 11, 2015, prepared by CES.
- A stormwater management report (Stormwater Report) entitled "Stormwater Management Report" dated June 12, 2015, revised December 11, 2015, prepared by CES.

The revised Plans, Drainage Report and accompanying materials were reviewed for conformance with the MA DEP Storm Water Management Standards (Revised January 2008) and good engineering practice. Based on this review, TT concludes that the plan set and associated drainage report reflect all comments as stated in previous TT comment letters. Items on the plans/drainage report may change as a result of coincident Conservation Commission review. Any further changes will be reviewed as revised plans are provided. This letter concludes TT's technical review of the project design barring further revisions by the applicant.

These comments are offered as guides for use during the Town's review. However, due to the large number of comments included in this letter and size of the project, we are expecting additional comments as plans are revised throughout the review process. If you have any questions or comments, please feel free to contact us at (508) 786-2200.

Very truly yours,

Sean P. Reardon, P.E.  
Vice President



Town of Medway  
**DESIGN REVIEW COMMITTEE**  
155 Village Street  
Medway MA 02053  
508-533-3291  
[drc@townofmedway.org](mailto:drc@townofmedway.org)

January 12, 2016

TO: Medway Planning and Economic Development Board  
FROM: Matthew Buckley, Chairman  
RE: DRC Update - Salmon Senior Living Community - The Willows and  
Whitney Place ARCPUD Special Permit

Dear Members of the Medway Planning and Economic Development Board,

You will recollect that the DRC met with the Salmon/Willows senior living community applicant informally [3] times for pre-application discussions on March 2<sup>nd</sup>, April 6<sup>th</sup>, April 27<sup>th</sup>, and [2] times on July 6<sup>th</sup> and 27<sup>th</sup>, 2015 to review their submittal for an ARCPUD special permit. Based on those meetings and the DRC's review of the plans, the DRC provided a comment letter to the PEDB dated August 10, 2015.

The DRC met on January 4<sup>th</sup>, 2016 to discuss the revised plan set provided in mid-December. Representatives for the applicant were not present at that meeting.

The DRC has compiled several questions and observations based on that meeting and prior comments provided during the October 27, 2015 PEDB public hearing. It is the hope of the DRC to have these matters addressed so that we may move forward and complete a letter of recommendation to the PEDB.

**Landscape / Buffers** - The DRC has been awaiting the finalization of the landscape drawings with the completion of the stormwater management plan. We believe the recently submitted plans need further development.

- We understand the stormwater drainage system to the south of the main building has been changed from a surface system to an underground system. The DRC would like clarification on whether the underground drainage system will be completely buried or raised. If it is raised, it should become a site feature, perhaps a sitting area for residents and visitors.
- During the October 27<sup>th</sup>, 2015 public hearing, a concern was raised about the new retaining wall to be constructed around the storm water drainage facility to the south of the main building facing the river [shown on sheets C14-C15 and L1.05-06 on plans submitted 12/11/15]. This lengthy wall will be visible from the open spaces and trails along the river. The current landscape plans indicate that [6] Serviceberry trees have been selected to screen this nearly 200 foot-long retaining wall. This is inadequate.

- The materials from which this same wall will be constructed have not been detailed. During the October 27<sup>th</sup> hearing, the applicant mentioned a large concrete block material, but was unable to confirm the particulars.
- The [2] other large storm water facilities at the west and south of the facility lack any buffers to the open spaces [shown on sheets C12 & 15 and L1.01 & 06]. Each space will be disturbed and re-graded creating a large un-naturalized space. With the completion of storm water management plans, the DRC had anticipated that landscape buffers would be included in both of the large areas.
- The DRC had recommended previously that the apparatus at the stream crossings have a better aesthetic than bare concrete. No update has been provided. The DRC would like to be shown plans for these crossings.
- The updated plans provided in December show revisions to the buffers along the eastern property line. The original plan to retain a naturalized buffer from existing vegetation has been altered to accommodate a drainage swale. The DRC recognizes that additional screening and buffers have been provided through extended fencing and further landscape plantings. The DRC feels that more than a single line of plantings is needed.
- The applicant has drawn a proposed tree line directly adjacent to the drainage swale [shown on sheets L1.02, 04 & 06]. This is unclear. How much of the existing buffer will remain? It does not appear that many existing trees will remain. Also, how will that area remain undisturbed during construction? What alternate screens are proposed for where it will be disturbed?

The DRC respectfully submits these questions for the consideration of the PEDB and the applicant from Salmon Senior Living Community.

Sincerely,



Matthew Buckley  
Chairman