

**Joint Meeting  
Medway Economic Development Committee  
Medway Board of Selectmen  
Medway Planning and Economic Development Board**

**January 18, 2012  
Medway Senior Center  
76 Oakland Street**

**ECONOMIC DEVELOPMENT COMMITTEE MEMBERS PRESENT:**

Ray Himmel, Ann Sherry, Kent Scott, Andy Rodenhiser, James Byrnes, Ken Bancewicz, and Paul Yorkis

**PLANNING & ECONOMIC DEVELOPMENT BOARD MEMBERS PRESENT:**

Andy Rodenhiser, Bob Tucker, Chan Rogers, and Karyl Spiller-Walsh

**BOARD OF SELECTMEN PRESENT:**

John Foresto, Dennis Crowley, Glenn Trindade, and Andy Espinosa

**ALSO PRESENT:** Suzanne Kennedy, Town Administrator  
Susy Affleck-Childs, Planning and Economic Development Coordinator  
Amy Sutherland, Meeting Recording Secretary  
Bruce Hamblin, 12 Crestview  
Lisa Hofer, 2 Rockwood

The meeting for the Medway Economic Development Committee was opened at 7:00 pm.

The Economic Development Committee provided a PowerPoint presentation which is a collection of the work accomplished by the committee over the last two years. **(See Attached Presentation)**

The priority areas were narrowed down to six areas:

**1. Marketing Collateral**

- Finding and following up on key contacts
- Creating an overview of investment path
- Marketing what makes Medway attractive

**2. Oak Grove Bottle Cap Lot:**

- Reach out
- Identify real estate

**3. Website Update:**

- Establishing the right contact people
- Allow to interact with the committee
- Make the site interactive

**4. Promote Externally:**

- Making this a concrete investment opportunity
- Promote Medway to both State and Regional agencies

**5. Promote internally**

- Promoting business and assisting the businesses to stay in Medway
- If there are any issues get the information communicated quickly
- Visit the various businesses
- Provide Surveys to existing businesses along with finding out why some businesses left the town.

**6. Improvement to Town Regulations:**

- Look at the rules and regulations and the policies make easier to facilitate economic development
- Review the sign parking regulations.

**Budget:**

The group next presented a proposed budget for FY 13. The Committee would like to have a half time person on the town payroll to focus exclusively on Economic Development. The Committee looked at other towns, and many of those towns have a full-time Economic Development Director. This person could provide marketing to promote expanded development of Medway. This employee could research what is going on with economic development in other towns and see where certain properties might fit with the prospective business.

The selected person could complete the following tasks:

- Liason to various economic and regional agencies.
- Attend workshops and conferences.
- Write grants of private and public funding.
- Work with the subcommittee to improve the regulations
- Work with the business council
- Communicate with media & newspapers

The Committee proposes a part-time person possibly 19 hours a week. The Committee surveyed the salary and it ranges from \$45,000 -\$85,000.

The proposed consultant budget is \$15,000.

EDC member Ken Bancewicz communicated a past business opportunity on the land next to Cybex. This was not pursued and the business went to another town. Prospective businesses need to be followed up on.

Chan Rogers communicated that it would be beneficial to hire a firm to recruit these businesses. This is common in the south and west with Phoenix, AZ as an example. The Town does not have to hire an individual.

Andy Espinosa noted that we have to know the numbers. We have to quantify this further. He further asks, do we have the industrial land to make a difference and what is the maximum return on investment that might be possible.

Andy Rodenhiser explained that the bottlecap lot title research is almost done and the report will show the best use of the land. The permitting (zoning) in this area may need to change to make it easier.

Paul Yorkis communicated that as an EDC member it is also one of our responsibilities to keep the businesses here. There are businesses that may have the opportunity to expand. We need a mechanism to assist with this and create a data base and a library of information about our community, working with different boards and committees. There is an opportunity to expand the industrial and commercial portion in town.

Andy Espinosa asked how much land do we have to offer as commercial land. We must find this out. We must get out numbers in a quantitative sense. Without numbers, it is hard to determine why we may need a person on the payroll.

The EDC needs to get the numbers to explain the need and potential to the townspeople. We should put some numbers out there.

Kent Scott indicated that in order to promote this, we need a story that supports this position.

Andy Espinosa asked who would this person report to and how do we show accountability?

Chan Rogers responded that we must talk this through with an agenda in place.

The EDC does not decide who this person reports to.

Paul Yorkis stated that the Town cannot afford to not fund this and we cannot put this off.

Andy Espinosa responded that this must be quantified, there must be alternative ways to bring money into the town in without spending more.

Paul Yorkis responded that the seven members of the Economic Development Committee are unanimous that this needs to be done.

Kent Scott explained that the economic issues are always going to be there. It is like with all towns across the Commonwealth. The Town of Medway has said that they have wanted to be proactive on this for 10 years. The town is open for business, but we need to drive this and we are not promoting this. There needs to be a plan put in place now.

Glenn Trindade agreed that we need to do more and the town needs to have a point of contact. The number one drive for a business is to get a quick answer. If that answer is not available for the prospective business, they will move on to another town. An example of this was Verizon. This company wanted to lease property on Alder Street and the representatives met with the town and wanted a quick answer, but the past building inspector was the impediment to this business locating in Medway.

Andy Rodenhiser noted that it is not the responsibility of Susy Affleck-Childs to perform this task. This is not her skill set, she is not comfortable being a business promotion person.

Chan Rogers indicated again that the town needs to hire a firm and not a person.

It was suggested that a consultant be brought in for a year to evaluate how this may work.

Suzanne Kennedy explained that in one of her previous positions, there was a firm hired and two people handled the marketing and research along with providing networking capability.

Bruce Hamblin, 17 Crestview Avenue, shared that he is a retired planning director. He communicated that it is critical to have a person in place as the contact person. He suggested that a survey to the businesses be completed. It is important to figure out what brought the business to Medway. He further explained that it is important to know what are the positives and negatives of coming to Medway. It is also important to know if the potential business has expansion plans. The Town of Medway may have certain types of businesses that we want to encourage, but yet you may want to discourage others. Certain type of industries may not be desirable to the town. A survey would help to answer these questions.

Andy Rodenhiser communicated that we need to develop a plan for a return on investment, buildable potential, and what type of yield there is. Numbers need to be put in place.

Paul Yorkis indicated that the EDC can do the data analysis for the Finance Committee and the Board of Selectmen and provide it to them.

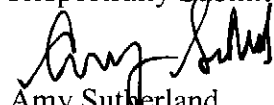
Chan Rogers explained that he would like to have a representative from a firm come and tell what they can do.

All members agreed that this was a productive meeting and it is a very necessary.

The Economic Development Committee thanked all for attending.

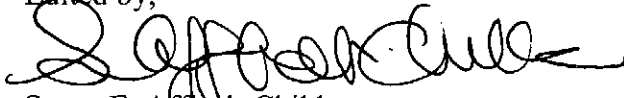
**On a motion made by Ray Himmel and seconded by Kent Scott, the Committee voted unanimously to adjourn the meeting at 8:38 pm.**

Respectfully Submitted,

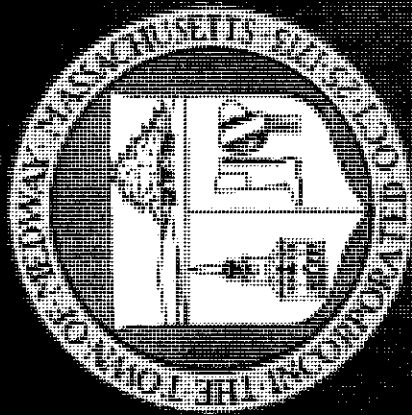


Amy Sutherland  
Recording Secretary

Edited by,



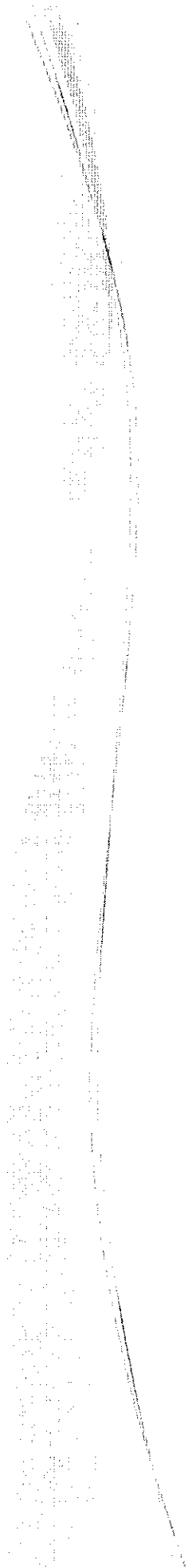
Susan E. Affleck-Childs  
Planning and Economic Development Coordinator



# Town of Medway



Economic Development Committee  
Presentation to Board of Selectmen and  
Planning Board on 18 January 2012



# Objectives

- Introduce team
- Outline/Discuss EDC Priorities for 2012/2013
- Propose 2013 Budget

# *Medway EDC Mission Statement*

*The Medway Economic Development Committee will work proactively to promote, encourage, and facilitate the development of responsible and property-based business and industrial growth within the community in order to expand and strengthen the local economy and diversify the community's tax base.*

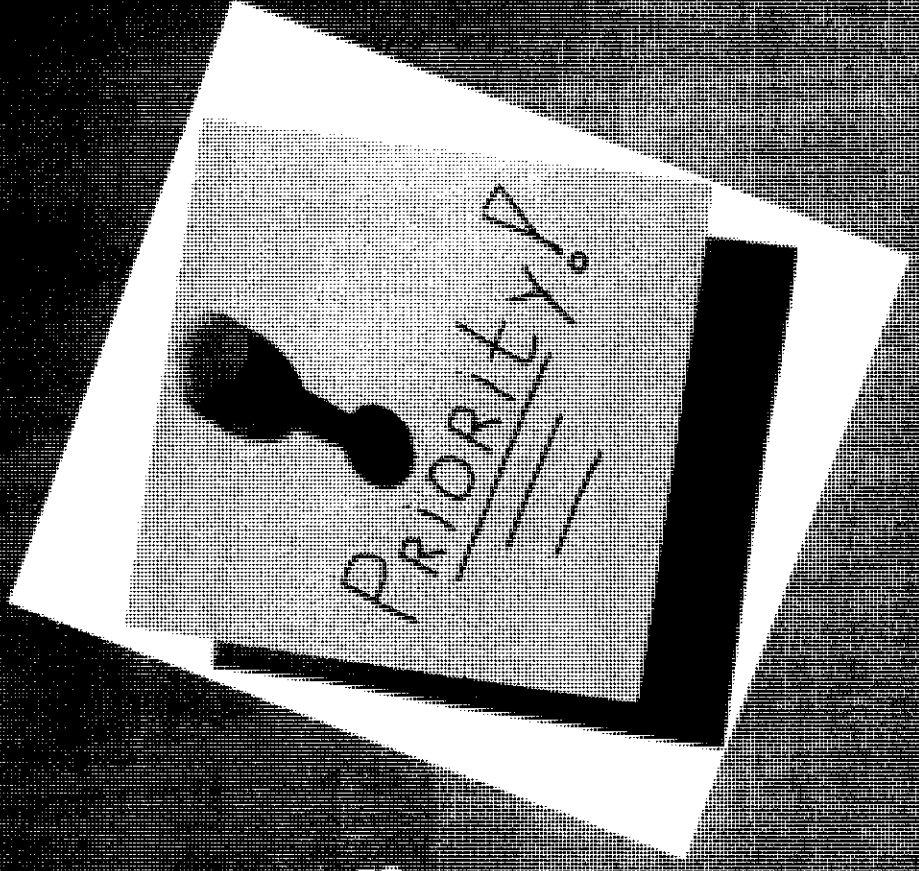


# Economic Development Committee

Member	Address	Description
Paul Yorkis	7 Independence Lane	Owner, Patriot Real Estate
Ray Himmel (Ch)	50 Cedar Farms Road	Waters Corporation, Milford
Kent Scott	14 Skyline Drive	Griffin Electric, Holliston
James Byrnes	21 High Street	Mass Technology Collaborative
Ann Sherry (V Ch)	2 Newton Lane	Charles River Bank, Medway
Andy Rodenhiser	104 Fischer Street	Owner, Rodenhiser Plumbing Heating and Air Conditioning
Ken Bancewicz	Non-resident	Facilities manager , CYBEX

# Economic Development Committee

Priorities for 2011/2012/2013



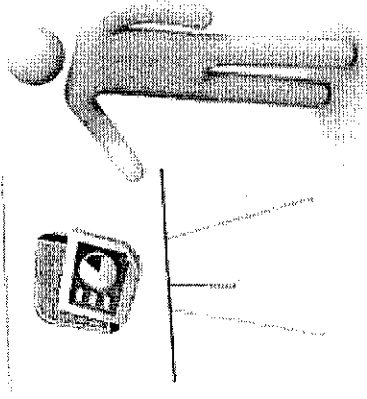
# EDC Priorities

1. Marketing Collateral
  - Power Point Presentation
  - Brochure
2. Oak Grove Bottle Cap Lots
3. Website Update
4. Promote Medway Externally
5. Promote Medway Internally
6. Improvements to Town Regulations

# Marketing Collateral

- Powerpoint Presentation

- Medway's assets
- Key Town Data
- List of Commercial properties
- List of Established Business and their trade
- What makes Medway Attractive?
- Key Contact (s) to Facilitate business in Medway (get things done)
- Website for additional business and support
- Tax Incentives
- Brief Overview of a typical investment path into the town



## Oak Grove Bottle Cap Lots

- Advocate/Plan
  - Site specific planning efforts that would improve and lead to more economic development on these lots
- Reach Out
  - To realtors and industrial developers for investment opportunities on the lots

## Website Update

- Interactive website with key economic driver information
- Contact person to instigate a site selection process
- Ability to send an email to the committee or site selection

# Promote Medway Externally

- Have a concrete investment opportunity to communicate
- Obtain a list of Industrial/Commercial Investors
- Promote Medway to state and regional economic development organizations
- Liaise with the Real Estate Community
- Develop an investment opportunity
  - Biotech Incubators
  - Mixed use Real Estate
  - Alternative Energy Lot

**Massachusetts**

*It's all here.*

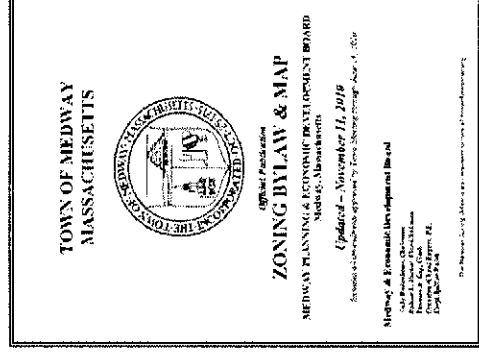
## Promote Medway Internally

- Communicate group efforts to the town and business community
- Retain existing business base
- Meet with the current Medway business owners to increase communication
  - Arthur Roberts – Mass Office of Business Development
  - Visit existing businesses



# Improvements to Town Regulations

- Comprehensive review of Town rules, regulations, policies and fees in order to facilitate economic development
- Review Medway Zoning Bylaw, for example -- parking requirements, sign regulations, and to allow bus stop shelters
- Permit residential duplex housing as a matter of right in keeping with the spirit of the 2009 Master Plan to promote affordable housing
- Consider sites for possible “mixed use” development zoning, for example -- the east side of Summer Street north of Adams Street

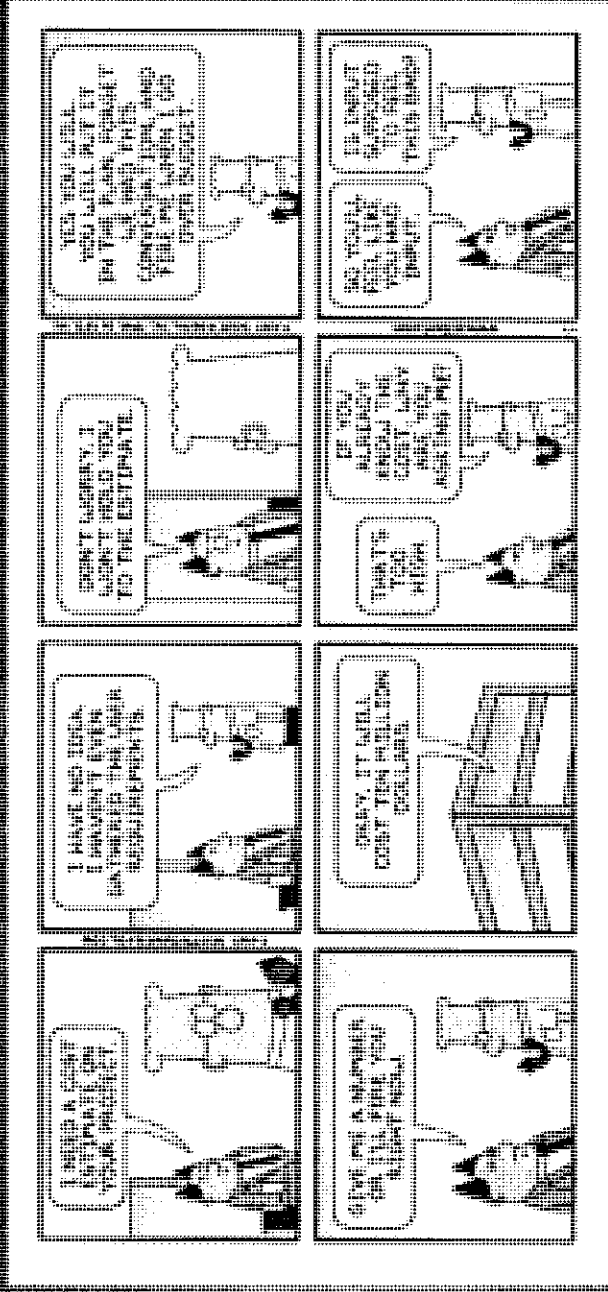


## Assignments

- Marketing Collateral – Ray Himmel, Ann Sherry
- Oak Grove Bottle Cap Lots – Andy Rodenhiser, Ray Himmel
- Promote Medway Externally – Kent Scott, Ann Sherry, Ken Banciwick, Ray Himmel
- Promote Medway Internally – Ray Himmel, Ann Sherry, Kent Scott
- Bylaw Improvements – Paul Yorkis
- Website Update – James Byrnes, Susy Affleck-Childs

# Economic Development Committee

## Proposed Budget for 2013



# Economic Development Coordinator

## **SUMMARY - Provide professional, technical, marketing and administrative work to encourage economic development in Medway**

- Conducts the research, analysis, and evaluation necessary to identify and encourage the best possible use of available commercial properties in order to maximize economic and community benefit.
- Actively works with owners of available properties to identify and understand market opportunities and associated values in order to encourage available properties to market.
- Works with property owners to insure available commercial properties are heavily and effectively marketed through all available channels.
- Serves as liaison with various economic development organizations (495 MetroWest Partnership, Medway Business Council, MetroWest Tourism, Mass Office of Business Development, MassDevelopment, Metropolitan Area Planning Council, Mass Alliance for Economic Development, Mass Economic Development Council, Mass BioTech Council, Massachusetts Executive Office of Housing and Economic Development, etc.)
- Networks with industry leaders and trade groups to identify growing companies seeking relocation or expansion.

## Economic Development Coordinator

- Advocates for community investment and seeks private or public funding for improvements that foster business development, increase property values and enhance community character.
- Identifies policies, rules, laws and regulations that hinder economic development and offers creative alternative solutions to eliminate unnecessary or burdensome regulations to business.
- Works with Medway Business Council and other business groups to form alliance and strengthen the overall voice of the business community in Medway.
- Establishes and maintains relationship with current businesses to identify factors that hinder business growth and expansion then advocates for business at all town/board meetings and hearings when necessary. Provides early intervention and offers solutions to prevent possible business departures.
- Manages media relations to continually disseminate the benefit and necessity of economic development efforts in the community and to cultivate a pro-business environment where commerce can flourish.
- Actively engages local, state and regional economic development entities to identify and obtain resources and opportunities available to the town.

FY 13 Budget for Economic Development			
Budget Categories		\$	Notes
Part Time Employee		\$ 30,000.00	Base Salary
Benefits		\$ 1,800.00	social security, medicare, unemployment compensation, workmen's comp = 6%
Consulting/Contracted Services		\$ 15,000.00	Includes services such as Dukakis Center, Ninigret Partners, BSC etc
Professional development - workshops, membership dues, subscriptions, etc.		\$500	Training
Books/Resource materials		\$200	
Travel		\$500	
Office Supplies		\$300	
Printing		\$250	
Business Development Expenses		\$ 49,050.00	

# Questions and Answers



**Medway Economic Development Committee  
Medway High School – Room 138  
88 Summer Street**

**January 30, 2012**

**ECONOMIC DEVELOPMENT COMMITTEE MEMBERS PRESENT:**

Ray Himmel, Ann Sherry, Kent Scott, Ken Bancewicz, Paul Yorkis and James Byrnes

**ECONOMIC DEVELOPMENT COMMITTEE MEMBERS ABSENT:**

Andy Rodenhiser

**ALSO PRESENT:** Susy Affleck-Childs, Planning and Economic Development Coordinator  
Amy Sutherland, Meeting Recording Secretary

Planning & Economic Development Board member Chan Rogers was also present.

The Chairman opened the meeting of the Medway Economic Development Committee at 7:00 pm.

**DEBRIEF Joint Meeting with BOS and PEDB – January 18, 2012**

EDC members expressed that the joint meeting with the Board of Selectmen and the Planning and Economic Development Board went well. The members of the Board of Selectmen seemed supportive. The Committee knew that the justification of the numbers would be needed. The Board agrees that all of the points indicated were valid. The Committee needs to firm up the numbers.

Member Scott communicated that he went to the Town of Needham for work and explained that their Needham has a staff person whose job is both Economic Development and Planning. He also shared that another town he visited has a person for the Planning Board functions and another person who handles Economic Development.

**Vacant Property Inventory:**

The members received a copy of vacant parcels for Commercial and Industrial land in the Town of Medway. (See Attached)

The provided list was generated by the Board of Assessor's office. The data was divided into Commercial and Industrial districts. This sheet included the parcel id, location, land area; assessors land use code, land value, owner, mailing address, and assessor's neighborhood code. These are determined by the land use code which is determined by the Board of Assessors.



The provided list does not include vacant residential property that is designated as protected Chapter 61 land. The Committee would like to have a copy of this.

The Board is also in receipt of a map of the Medway Vacant Industrial and Business Parcels.  
**(See Attached)**

Member Yorkis notes that this request was made to the Board of Assessors and the information was provided in an efficient and timely manner. There is great capability of our employees in putting together good data collection in a short period of time. It was suggested to attach Google earth to show the topography.

The Committee discussed that there are good opportunities in Medway which could be marketed by the right person and with the accurate data in place. Member Yorkis was very pleased with the data provided.

It was indicated that there is more land available than shown on the map.

Susy Affleck-Childs indicated that there has been some build out analyses had been prepared on some of the areas. This references a memo from 2008 created by PGC Associates.

The Committee wants to create and distribute a letter to the Board of Selectmen. Ray Himmel and Ann Sherry will work on this task.

Member Scott wants to look at the project potential on the tax revenue. The Committee needs to define the use and put a master plan together of the space available. This will help us know what we are targeting.

The Committee discussed the need for a person in charge of the economic development of the town. The Committee does not want to target the position to becoming a revenue generator.

Member Yorkis does not want to indicate revenue. We do not want to quantatative this in anyway. We do not control this.

Chan Rogers communicated that we must look at new revenue sources; salary budgets will hurt the town. The Town needs to look at regionalizing all the services. This will take several years to implement. We need to create one of the two major sources of revenue. Another source is to regionalize services including schools. He urged the town to move ahead.

Member Himmel does not want to put a promise on a return of investment.

Member Yorkis offered suggestions to the map. It was suggested to label the parcels to go with the list by including the addresses and not parcels. Mr. Yorkis wants the Board of Selectmen to put this in the budget. The Committee needs to communicate to the public the need for a person to work as the economic driver for the town.

Member Scott will do the one on one pre-promotion around town to get support for the next three months. We must go to the Finance Committee and Board of Selectmen. Put this on as a task assignment. Paul Yorkis, Ray Himmel and Kent Scott will be designated to provide the information.

Member Yorkis noted that we have the ability to explain that there are opportunities in other locations for a pad site by changing the parking standards. This needs to be worked into the discussion.

It was suggested that we get the local businesses in on this.

All understand that the taxes are high and one of the ways to decrease the rate of growth of real estate taxes is to increase the commercial and industrial tax base.

It was suggested to get a breakdown of numbers by zone for the reevaluations.

Member Scott notes that the land is ultimately to be developed and what gets developed will determine the revenue in the future. The longer we go not doing anything, it is missed opportunities.

The Board felt that they would like to have a line item in the FY 13 budget for Economic Development.

The Committee would like to provide a presentation to the Finance Committee, Medway Business Council, and the newspapers. It is important to lay the ground work for the community to get their support for the position. This is a sales campaign.

Three points to assemble to get support:

- Tax revenue projections
- Power point presentation
- Timeline( looking at zoning, land zoned mixed use)

**Role of an Economic Development Staff Person:**

1. Advocacy for creating a better business environment
2. General marketing of opportunities

3. Facilitating deals
4. Working with state and regional agencies

The Board would like to get something together so that all share that same story.

The Committee agreed that the next steps are to put all the information into a visual and have conversations with the Board of Selectmen and the Finance Committee. Members Scott and Yorkis agreed meet with the Finance Committee and the Board of Selectmen.

The Committee wants to make sure that the presentation includes vacant land, but include pad sites and refer to underutilized land.

It was suggested to put down the answers to the five questions that the Board of Selectmen asked during the joint meeting and provide a working script for us to make sure we are on the same page.

**Fiscal 2013 Budget:**

A proposed FY 13 economic development budget was formally submitted. The Committee would like the number to be revised so that the total is \$49,650.00. This would be for a recommended position to begin October 2012 - June 2013. This is for a 19 hour a week position.

**Committee Member Tasks:**

List of underutilized properties	Answer Questions from Joint Meeting	Attend Finance and BOS Mtg	Contact John Foresto (BOS) Kristine Devine (FINCOM)	Create a working document to show BOS & Finance
Susy	Ken and Kent	Ray and Paul	Anne and Kent	Anne & Ray

**Minutes:**

On a motion made by Anne Sherry and Paul Yorkis, the Committee voted unanimously to accept the minutes from the January 18, 2012 joint meeting with the BOS and PEDB.

**Adjourn:**

On a motion made by Ray Himmel and seconded by Ken Scott, the Committee voted unanimously to adjourn the meeting at 8:50 pm.

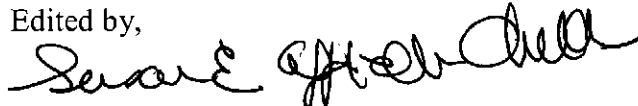
**Future Meetings:**

- Tuesday, February 21, 2012
- Tuesday, March 20, 2012
- Tuesday, April 17, 2012

Respectfully Submitted,

  
Amy Sutheyland  
Recording Secretary

Edited by,

  
Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

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**PGC ASSOCIATES, INC.**

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508.533.0617 (Fax)  
gino@pgcassociates.com

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DRAFT 5-11-10

**ESTIMATED BUILDOUT OF PROPOSED PDS SITES IN  
INDUSTRIAL I, II AND III DISTRICTS**

**Industrial I District (East Medway Industrial Park)**

East Medway Industrial Park has virtually all its infrastructure in place, including water, sewer and roadways. Therefore, lack of infrastructure is not an impediment to development here.

There are two existing PDS sites in East Medway Industrial Park. Each consists of three parcels. The proposed additional parcels are the remaining ones within the Industrial II district. They include 23.74 acres as follows:

<b>PROPOSED PRIORITY DEVELOPMENT SITES</b>		
<b>Parcel</b>	<b>Area (acres)</b>	<b>Development Potential @ .2 FAR</b>
6-480Y	6.68	58,196
6-480E	5.02	75,416*
6-480D	1.98	17,250
6-480B	4.24	52,500*
6-480L	2.6	30,900*
6-480F	1.38	18,212*
6-480HB1	.92	8,015
6-480HB2	.92	9,800*
<b>TOTAL</b>	<b>23.74</b>	<b>270,289</b>

\*Actual building exceeds .2 FAR

This scenario for future development assumes that the vacant parcels in the park are developed at the same density as the average of the existing developed parcels. This is a floor area ratio (FAR) of .2. The areas marked with an asterisk are those parcels with an existing building with an FAR greater than .2. Parcels 6-480Y (28,582 ft<sup>2</sup>), 6-480E (14,400 ft<sup>2</sup>) and 6-480HB2 (9800 ft<sup>2</sup>) have buildings with FAR's smaller than .2. Only Parcel 6-480HB1 is vacant.

**Industrial II District**

The parcels within the proposed PDS sites in the Industrial II district are owned by Exelon and NStar respectively. The Exelon site includes a peak electricity generation facility and the NStar site has high-tension electric transmission lines. It is not anticipated that these sites would accommodate any significant commercial or industrial

development. However, together they could accommodate at least 50,000 square feet of space.

More importantly, these sites have the potential for locating significant alternative energy facilities. In particular, the sites are relatively flat and open and already have electrical generation and transmission facilities on them. Therefore, they would make excellent sites for a commercial solar electricity generation facility.

### **Industrial III District (Medway-495 Business Park)**

As with the Industrial I district, the Industrial III district has all of its infrastructure in place. It also has two existing Priority Development Sites. One consists of two parcels totaling 22.61 acres and is the site of Cybex International. The other is a Town-owned site that consists of several small parcels totaling 8 acres, and it abuts the Cybex site.

The table below lists the remaining developable sites within the Industrial III district. They are all located along Trotter Drive and Alder Street. While there are extensive wetlands in the area that constrain the development potential, as shown below, there is considerable development potential remaining.

<b>PROPOSED PRIORITY DEVELOPMENT SITES</b>		
<b>Parcel</b>	<b>Area (acres)</b>	<b>Development Potential @ .2 FAR</b>
3-6A	5.00	43,560
3-4	12.50	0 <sup>1</sup>
3-3	10.72	93,393*
3-39	6.59	30,000* <sup>2</sup>
3-40	7.70	30,000 <sup>2</sup>
3-41	16.00	30,000 <sup>2</sup>
3-42	18.74	164,020 <sup>3</sup>
3-37-1A	13.20	114,998*
3-37-7A1	10.73	50,000* <sup>2</sup>
3-37-7A2	11.03	30,000* <sup>2</sup>
4-1	4.00	0 <sup>1</sup>
<b>TOTAL</b>	<b>116.21</b>	<b>585,971</b>

<sup>1</sup> Little or no development potential due to wetlands constraints, but could be combined with abutting sites for additional development capacity.

<sup>2</sup> Constrained by wetlands but retain limited development potential as indicated.

<sup>3</sup> Actual building size, which approximates .2 FAR

\*These parcels have existing buildings that occupy considerably less than a .2 FAR

**VACANT PARCELS  
COMMERCIAL AND INDUSTRIAL**

PARCEL ID	LOCATION	LAND AREA (ACRES)	LUC Assessors Land Use Code	LAND VALUE	OWNER	MAILING ADDRESS	NBC Assessors Neighborhood Code
<b>Industrial District III (includes Medway 495 Business Park and some Oak Grove parcels)</b>							
3-41	49 ALDER ST	16.00	440	\$ 435,300	EAST HILL ASSOCIATES REALTY TR /	3 THAYER STREET - FRAMINGHAM, MA 01702	C2
3-4	36 R ALDER ST	12.50	442	\$ 135,400	BEMIS HAROLD W. /	PO BOX 1198 - BREWSTER, MA 02631	C2
3-6-2R	26 ALDER ST	11.31	440	\$ 378,000	CYBEX INTERNATIONAL, INC. /	26 ALDER ST. - MEDWAY, MA 02053	C2
3-40	39 ALDER ST	7.70	440	\$ 310,000	PAPADOPOULOS GEORGE & / YORKIS PAUL	4 DAFFODIL LANE - MEDWAY, MA 02053	C2
3-6A	18 ALDER ST	5.00	441	\$ 297,800	MELE ANTHONY & MARGUERITE /	203 MAIN ST. - MEDWAY, MA 02053	C2
3-38	OR GRANITE ST	5.00	442	\$ 53,400	VARNEY BROS SAND & GRAVEL INC /	P O BOX 94 - BELLINGHAM, MA 02019	C3
3-43	OR GRANITE ST	3.00	442	\$ 44,400	STOCKTON ISABELLE /	176 FARM ST. - BELLINGHAM, MA 02019	C3
3-42A	51 ALDER ST	0.80	440	\$ 196,000	495 ASSOCIATES TRUST / BRUCE GURALL, TR.	CONCORD PROPERTY MGMTG, INT. - ONE MAIN ST., P.O. BOX 459 - CONCORD, MA 01742	C2
3-103	OR ALDER ST	0.51	442	\$ 8,200	WATERS TECHNOLOGIES CORP /	34 MAPLE ST - MILFORD, MA 01757-3690	C2
3A-195	0 OAK GROVE	0.43	442	\$ 2,800	FORNI DAVID J. /	2 COVE RD. EX. 7 - SALEM, NH 03079	OG
3A-140	0 OAK GROVE	0.21	442	\$ 13,700	SIDNEY SMITH TRUST / SIDNEY SMITH, TR.	P.O. BOX 223 - MILFORD, MA 01757	OG
3A-133	0 OAK GROVE	0.18	442	\$ 11,800	LIPTON SIDNEY C. ESTATE / C/O PAULETTE V. ARMSTEAD ADM.	2575 40TH ST NORTH - ST. PETERSBURG, FL 33713	OG
3A-130	0 OAK GROVE	0.15	442	\$ 9,800	NIRO MATTHEW N. & MARGARET /	108 WEST ST. - MEDWAY, MA 02053	OG
3A-9	0 OAK GROVE	0.15	442	\$ 9,800	PARENTE DOROTHY E / PARENTE MICHAEL T SR	43 WHITEWOOD ROAD - MILFORD, MA 01757	OG
3A-109	0 OAK GROVE	0.11	442	\$ 7,200	KIRCHER LILLY E. /	BX 25 - NEWTONVILLE, NY 12128	OG
3A-112	0 OAK GROVE	0.10	442	\$ 6,500	WILLIAMS RICHARD W/MARGARET M /	119 MILFORD ST - MEDWAY, MA 02053	OG
3A-127	0 OAK GROVE	0.10	442	\$ 6,500	HAIGHT STELLA & WALTER /	155 VILLAGE ST - MEDWAY, MA 02053	OG
3A-134	0 OAK GROVE	0.10	442	\$ 6,500	HARTFORD WALTER W. /	40 CLARENDON ST - NEWTONVILLE, MA 02160	OG
3A-142	0 OAK GROVE	0.10	442	\$ 6,500	MOLINARI CARLO A JR & BERNICE / KITTRIDGE PLAN LOTS 251 & 252	REALTY TRUST - 39 CLARK STREET - MEDWAY, MA 02053	OG
3A-17	0 OAK GROVE	0.10	442	\$ 6,500	SIDNEY SMITH TRUST / SIDNEY SMITH TR.	P.O. BOX 223 - MILFORD, MA 01757	OG
3A-208	0 OAK GROVE	0.10	442	\$ 6,500	PAIGE STELLA C. & WALTER /	155 VILLAGE ST - STREET, MA 02053	OG
3A-8	129 MILFORD ST	0.30	442	\$ 5,900	SANMARTANO VINCENT/CONCETTA TR /	219 TEMPLE ROAD - WALTHAM, MA 02452	OG
3A-10	129 N MILFORD ST	0.15	442	\$ 1,000	FISHER GEORGE A. & VIRGINIA /	15 COLONIAL RD. APT. 7 - MILFORD, MA 01757	OG
3A-12	127 N MILFORD ST	0.15	442	\$ 1,000	MOLINARI JOHN & VICTORIA /	89 MEDWAY RD. - MILFORD, MA 01757	OG
3A-21	121 N MILFORD ST	0.10	442	\$ 500	SMITH SIDNEY /	P.O. BOX 223 - MILFORD, MA 01757	OG
3A-6	129 N MILFORD ST	0.10	442	\$ 700	WINCH GEORGE E. /	PINE LN RFD 2 - FRAMINGHAM, MA 01701	OG
<b>Industrial Zone I (East Medway Industrial Park)</b>							
6-480AA	2 MARC RD	3.86	440	\$ 204,400	ELLEN REALTY TRUST / ELLEN ROSENFELD, TR.	730 MAIN STREET - UNIT 2A - MILLIS, MA 02054	I1
6-480	0 MARC RD	3.42	441	\$ 165,200	ELLEN REALTY TRUST / ELLEN ROSENFELD, TR.	730 MAIN STREET - UNIT 2A - MILLIS, MA 02054	I1
6-480-BF	5 MARC RD	2.14	440	\$ 184,900	ELLEN REALTY TRUST / ELLEN ROSENFELD, TR.	730 MAIN STREET - UNIT 2A - MILLIS, MA 02054	I1
6-480-C	0 MARC RD	2.07	440	\$ 147,000	ELLEN REALTY TRUST / ELLEN ROSENFELD, TR.	730 MAIN STREET - UNIT 2A - MILLIS, MA 02054	I1
6-480P	0 JAVAR RD	1.63	441	\$ 134,800	ROSENFELD ELLEN TRS / ELLEN REALTY TRUST	730 MAIN STREET - UNIT 2A - MILLIS, MA 02054	I1
6-480HB1	25 JAVAR RD	0.92	440	\$ 87,000	SOLARI JOHN J. JR./CAROLINE C. /	18 WINTHROP ST. - MEDWAY, MA 02053	I1
<b>Business/Industrial Zone</b>							

# VACANT PARCELS COMMERCIAL AND INDUSTRIAL

PARCEL ID	LOCATION	LAND AREA (ACRES)	LUC Assessors Land Use Code	LAND VALUE	OWNER	MAILING ADDRESS	NBC Assessors Neighborhood Code
6-480T	8 MAIN ST	1.10	440	\$ 219,800	ELLEN REALTY TRUST / ELLEN ROSENFELD, TR.	730 MAIN STREET - UNIT 2A - MILLIS, MA 02054	C2
<b>Commercial I Zoning District</b>							
6-317A	72 MAIN ST	4.54	390	\$ 389,200	MECOBA PROPERTIES, INC. /	70 MAIN ST. - MEDWAY, MA 02053	C1
5G-21	123 MAIN ST	6.30	390	\$ 300,500	MARITIME HOUSING FUND LLC /	PO BOX 540073 - - MILLIS, MA 02054	C2
6-38D	81 R MAIN ST	0.97	392	\$ 41,800	ROSENBERG CHERYL /	PO BOX 126 - - MEDWAY, MA 02053	C1
6-365	74 HOLLISTON ST	1.89	390	\$ 235,700	HIDDEN ACRES REALTY I, LLC / CASSIDY DAVID L.	800 WESTCHESTER AVENUE - - RYE BROOK, NY 10573	C2
<b>Commercial III Zoning District</b>							
1B-20	26 BARBER ST	0.67	390	\$ 101,900	MEDWAY OIL CO., INC. /	37 BROAD ST. - - MEDWAY, MA 02053	C3
<b>Agricultural Residential I Zoning District</b>							
6-0	1 N MAIN ST	0.34	392	\$ 43,700	ROBMAR REALTY TRUST / ROBERT LUCAS, TR.	P.O. BOX 95 - - MILLIS, MA 02054	C2
<b>TOTAL</b>				<b>\$ 94.30</b>	<b>\$ 4,217,600</b>		
<b>Land Use Code (LUC) Key - Per Medway Board of Assessors/Mass Dept of Revenue</b>							
440	Vacant Industrial - Developable						
441	Vacant Industrial - Potentially Developable						
442	Vacant Industrial - Undevelopable						
390	Vacant Commercial - Developable						
392	Vacant Commercial - Undevelopable						

NOTE - Data provided by Medway Assessors office. This list does NOT include vacant residential property or property that is designated as protected chapter 61 land (farming, woodlands, etc.)



## **ACTION ITEMS FROM EDC MEETING HELD ON 30 JANUARY 2012**

- 1) The Committee wants to create and distribute a letter to the Board of Selectmen. **Ann Sherry and Ray Himmel**
- 2) We must go to the Finance Committee and Board of Selectmen. The Committee agreed that the next steps are to put all the information into a visual and have conversations with the Board of Selectmen and the Finance Committee. Members Scott and Yorkis agreed to meet with the Finance Committee and the Board of Selectmen over the next three months. The Committee agreed that the next steps are to put all the information into a visual and then have the conversations with the Board of Selectmen and the Finance Committee.
  - i) **Paul Yorkis, Ray Himmel and Kent Scott will be designated to provide the information.**
- 3) Compile a list of underutilized properties – **Susy Affleck-Childs**
- 4) Summarize and answer questions from the Joint meeting held on 18 January 2012 – **Ken Bancewicz and Kent Scott**
- 5) Attend the Finance and BOS meeting – **Ray Himmel and Paul Yorkis**
- 6) Contact John Foresto (BOS) and Kristine Devine (FINCOM)- **Anne Sherry and Kent Scott**
- 7) Create a working document to present to the BOS and Finance Committee – **Ray Himmel and Anne Sherry**

*The Medway Economic Development Committee will work proactively to promote, Encourage, and facilitate the development of responsible and properly planned business and industrial growth within the community in order to expand and Strengthen the local economy and diversify the community's tax base.*

**Medway Economic Development Committee  
Medway High School – Room 138  
88 Summer Street  
February 21, 2012**

**ECONOMIC DEVELOPMENT BOARD MEMBERS PRESENT:**

Ann Sherry, Ken Bancewicz, Paul Yorkis and Andy Rodenhiser

**ABSENT:** Kent Scott, James Byrnes, Ray Himmel

**ALSO PRESENT:** Susy Affleck-Childs, Planning and Economic Development Coordinator  
Amy Sutherland, Meeting Recording Secretary

Vice Chairman Ann Sherry opened the meeting for the Medway Economic Development Committee at 7:00 pm.

**Open Meeting Regulations:**

Susy reported that Ray Himmel had asked her to provide an update on the Open Meetings Law as it related to sub-committees.

Susy reported she had contacted Town Counsel. It is the opinion of Town Counsel that if any subcommittee of two or more members meet, the meeting needs to be held in a neutral place and an agenda needs to be posted 48 hours prior to the meeting. There are to be no meetings held at any member's home residence. Also, minutes must be taken.

Member Yorkis disagrees with the opinion of Town Counsel. This hinders the subcommittees and makes the groups have to work individually instead of in subcommittees. The EDC must have the ability to have informal interactions to move this committee forward. Without these interactions, the committee is hindered. As business representatives, the interactions and conversations occur at various times.

It was suggested to ask the Board of Selectmen provide a recommendation about how to manage the opinion from Town Counsel.

Susy Affleck-Childs communicates that she will facilitate the posting of the agenda and meeting notices for sub-committee meetings.

**On a motion made by Andy Rodenhiser and seconded by Paul Yorkis, the Economic Development Committee voted unanimously to seek clarification from the State Ethics Commission relative to meetings with sub-committees.**

**NOTE** – Susy will follow-up on this.

**NOTE** – The state agency which oversees the Open Meetings Law is the Attorney General's office, not the Ethics Commission.

**Chapter 61 & 61 B Properties:**

Susy provided the members with a spreadsheet of the Chapter 61, 61A and 61 B lands in Medway. (See Attached) The information was supplied by the Assessor's office.

The Committee also reviewed the visual map which was presented. There were land use codes which were also noted on the map. After reviewing the map and list, the members did recognize that some parcels which were assessed as being not developable are in reality developable.

**Fiscal 2013 Budget:**

Susy reported that the proposed EDC budget for FY 13 (\$59,600+/-) was formally submitted. Susy communicated that the Town Administrator has recommended \$20,000 for the EDC for possible marketing work. It was suggested that the Committee meet on March 6, 2012 to work further on the budget numbers for the Board of Selectmen.

The Committee members wanted to know if this will be a separate line item. Susy will get clarification on that.

**Action Items from January 30, 2012 meeting:**

Member Bancewicz prepared a sheet noting the action items from the January 30, 2012 Economic Development meeting. (See Attached)

Member Yorkis communicated that he is looking at the bylaws and more specifically the appointment of Board and Committee members. He would like to see that the Chairperson on any of the appointed Board or Committees not be able to be the Chairman for more than three successive years.

Another suggestion is to develop Rules and Regulations about how the appointed Boards and Committees should conduct business based on best management practices.

It was communicated that it can be very problematic when specific Board members do not show up and decisions need to be made. When members are not present it means a cost to the applicant, engineer, and other parties.

There was also a comment that when the Chairman of a specific Board and Committees does not show up for meetings, the meeting is often not held and no other business is conducted.

It was suggested to draft an article for town meeting to amend the General Bylaws about the appointment of the Board and Committees. There was a recommendation that this proposal be made in the context of the overall analysis first instead of as a standalone article.

The Board is in receipt of information from Mt. Auburn Associates which was provided by Ken Bancewicz. (See Attached) This company helps municipalities achieve better success in planning and facilitating economic development.

Member Bancewicz will contact them and invite them in to speak with the committee.

**Committee Member Tasks:**

<b>List of underutilized properties</b>	<b>Answer Questions from Joint EDC/BOS/PEDB Meeting</b>	<b>Attend Finance and BOS Mtgs re: budget</b>	<b>Contact John Forresto and Kristine Devine</b>	<b>Create a working document to show BOS &amp; Finance</b>
Susy	Ken and Kent	Ray and Paul	Ann and Kent	Ann & Ray

<b>Bottlecap Lots</b>	<b>Meet with Finance</b>	<b>Send Email with dates of meetings</b>	<b>Invite Mt. Auburn Associates to a future EDC meeting</b>
Andy	Paul & Andy	Susy	Ken

**Business Council Report:**

Member Sherry communicated that there was a Medway Business Council meeting held last week at the Bank. There were some new members present. The Verizon store representative was also present. Ann noted that the March MBC meeting will be hosted by John Greene at the Medway Mill.

**Announcements:**

- There is a meeting on March 9, 2012 of the Massachusetts Economic Development Council which will take place in Haverhill. The purpose of the meeting will be celebrating manufacturing. There was discussion that it would be a good idea to have an EDC member attend.

**Minutes:**

The meeting minutes from January 4, 2011, November 15, 2011, and January 30, 2012 will be held until the next meeting.

**Adjourn:**

**On a motion made by Paul Yorkis and seconded by Ken Bancewicz, the Committee voted unanimously to adjourn the meeting at 8:40 pm.**

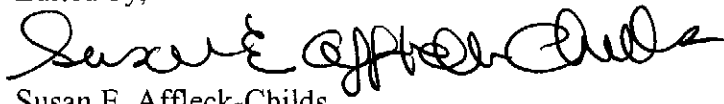
**Future Meetings:**

- Tuesday, March 6, 2012
- Tuesday, March 20, 2012
- Tuesday, April 17, 2012

Respectfully Submitted,

  
Amy Sutherland  
Recording Secretary

Edited by,

  
Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

## **ACTION ITEMS FROM EDC MEETING HELD ON 30 JANUARY 2012**

- 1) The Committee wants to create and distribute a letter to the Board of Selectmen. **Ann Sherry and Ray Himmel**
- 2) We must go to the Finance Committee and Board of Selectmen. The Committee agreed that the next steps are to put all the information into a visual and have conversations with the Board of Selectmen and the Finance Committee. Members Scott and Yorkis agreed to meet with the Finance Committee and the Board of Selectmen over the next three months. The Committee agreed that the next steps are to put all the information into a visual and then have the conversations with the Board of Selectmen and the Finance Committee.
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- 6) Contact John Foresto (BOS) and Kristine Devine (FINCOM)- **Anne Sherry and Kent Scott**
- 7) Create a working document to present to the BOS and Finance Committee – **Ray Himmel and Anne Sherry**

*The Medway Economic Development Committee will work proactively to promote, Encourage, and facilitate the development of responsible and properly planned business and industrial growth within the community in order to expand and Strengthen the local economy and diversify the community's tax base.*

**Medway Economic Development Committee  
Medway Town Hall - 155 Village Street  
First Floor Conference Room  
March 6, 2012**

**ECONOMIC DEVELOPMENT BOARD MEMBERS PRESENT:** Ray Himmel, Kent Scott, Ann Sherry and Ken Bancewicz

**ABSENT:** Paul Yorkis, James Byrnes, Andy Rodenhiser

**ALSO PRESENT:** Susy Affleck-Childs, Planning and Economic Development Coordinator  
Amy Sutherland, Meeting Recording Secretary

The meeting for the Medway Economic Development Committee was opened at 7:00 pm.

**Budget Discussion:**

Susy Affleck-Childs reported that the Town Administrator has recommended putting \$20,000 in the FY 13 budget for the Economic Development Committee (as compared to the \$59,650 requested by the EDC). This will be added to Consulting Services within the PED budget. Susy noted that the Board of Selectmen wants to know how the \$20,000 would be spent. What would it be used for?

The Committee discussed that they need to go back and define the original proposed amount which was \$59,650.00. The Committee appreciates the \$20,000 but needs more for their longtime vision for the Economic Development Committee's work. There was discussion that the Committee needs to more clearly specify the use of the \$59,650.00.

Member Bancewicz provided at the last meeting information relative to an economic development consulting firm named Mount Auburn Associates. It was suggested to have this firm come in and present what type of services they offer. The Committee would like a cost estimate associated with the services.

There was another suggestion to go back and further define the three or four things that the Committee wants to achieve this year.

The Committee wants to go back and see if there is enough money for a part-time person. The part-time person may not give us what we are looking for. We need to redefine the roles.

The focus next moved to addressing what the Board of Selectmen has asked the Committee to do as far as defining why they need the \$59,650.00. The Committee wonders if they can get someone for \$40,000. The responsibilities of this person need to be defined. There was discussion that this person would answer to the Town Administrator.

There was a suggestion to put some money into marketing. One example would be for the Dukakis Center at Northeastern University.

Ray Himmel suggested that the Committee split into two efforts and answer the questions and go at it with an independent consultant and show both avenues.

Kent Scott responded that the Board of Selectmen they have asked us to do the first step of answering the questions. Second, look at what we can do with the \$20,000. We know that the Economic Development Committee will not get a person for \$20,000. We could come up with two or three resources. Then define what we want these people to do for us.

Susy Affleck-Childs added that this could be three or four contracted projects with a separate consultant for each.

There is a concern that the Committee may not see any measurable production within the next year. This is a challenge. There needs to be a viable solution. There is an expectation and the Committee will need to define as we go.

Member Bancewicz communicated that the Committee needs to know what we have for land worth. We need to know what product are we selling, and what is the best use of development. This needs to be defined. This needs to be figured out first. He noted the marketable properties are disappearing. There needs to be an effort with the owners of the property to market this land. This land is going to be developed, but how that is developed depends on the efforts of the EDC. One of the roles of a consultant or a part-time person would to have this person research what we have.

The Committee agrees that it may be worth speaking with Mount Auburn and ask them what type of services they can provide on a limited budget. Ray will make the contact and call.

Another discussion was about the maintenance of the signs at the Industrial Parks.

Susy Affleck-Childs communicated that the Committee could consider using the funds and do a nice sign at each of the two industrial parks.

Susy Affleck Childs communicated that she had conversation with Paul Yorkis who could not be at the meeting.

The following is how Mr. Yorkis would like to see the money spent:

1. \$5,000 Dukakis Center
2. \$15,000 consultants to build the website and database.



Susy Affleck-Childs also spoke with James Byrnes to see how he would suggest spending the money. He suggested the following:

1. Survey of local businesses. (The EDC felt that this can be done without hiring someone.)
2. Someone to identify grants (Town Administrator has this covered for grant writers).
3. Website improvements
4. Attend events and an agent for industry association groups.

Kent Scott thinks it would good to get two consultants in and measure the advice in a productive way. Review the cost estimates of their information.

Ray Himmel still thinks that the EDC should focus on the \$59, 660 and answer the BOS' questions and focus on that as a target and clarify the questions and hold tough with the requested money.

Anne Sherry asked where the amount of \$20,000 came from.

The Committee believes that the \$20,000 was just a suggested amount and that there was no discussion about how the Town Administrator came up with that particular amount.

Susy Affleck-Childs commented that could you get someone for ten hours a week. Is that worth doing?

The Committee next addressed the questions asked of the Board of Selectmen.

1. Will this be a shared arrangement with another town?

*Answer: no*

2. Who will this person answer to?

*Answer: Town Administrator*

3. Who will put together a database of companies or residents to be contacted?

*Answer: hired person*

4. What do you want to really want to accomplish?

*Answer: Connections to industries that are relocating or starting up while identifying the client base who want to utilize the space and also identify the market sector.*

*The Committee is clear that they do not want a planning firm, instead we a hunting firm.*

It was further suggested to identify ten target sites and go hunt down prospective interested parties. This is about exposure and advocacy and getting the info out there about Medway.

At the EDC/BOS/PEDB joint meeting, Selectmen Foresto mentioned going to trade shows. The EDC does not believe we are there at this point.

The big issue is who these interested businesses will talk with when they call in. Another concern is who will screen these calls to recognize these opportunities which need to be acted on quickly. This is a question that needs to be answered. The interested party will want a name to contact and maybe someone to possibly meet on site. We need to have a person in town to do this task.

Member Bancewicz suggested again that the Committee pick five pieces of land in town and speak with those owners and possibly market these pieces. We need to know what we have. He also communicated that having someone from the EDC interact with prospects is different from having a trained consultant. We need someone to do this. The EDC does not need any money to speak with the landowners; the EDC could do this now.

Chairman Himmel suggested that we acknowledge the \$20,000 recommended by the Town Administrator to the Board of Selectmen but continue to present a budget for the \$59,600.

Susy Affleck-Childs reminded all that any further work on the budget will need to be done within the next two weeks. She will come up with a tentative date for further conversations with the Board of Selectmen.

Chairman Himmel will work on the putting together the budget numbers and clarifying how the \$59,650.00 could be used.

**Minutes:**

The meeting minutes from January 4, 2011, November 15, 2011, and January 30, 2012 will be held until the next meeting.


**Adjourn:**

**On a motion made by Kent Scott and seconded by Ken Bancewicz, the Committee voted unanimously to adjourn the meeting at 8:45 pm.**

**Future Meetings:**

- Tuesday, March 20, 2012
- Tuesday, April 17, 2012

Respectfully Submitted,

  
Amy Sutherland  
Recording Secretary

Edited by,

  
Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

**Medway Economic Development Committee  
Economic Development Consultant Sub-Committee Meeting  
Charles River Bank – 70 Main Street  
March 23, 2012**

**EDC MEMBERS PRESENT:**

Ray Himmel, Kent Scott, Ann Sherry

**EDC MEMBERS ABSENT:**

Andy Rodenhiser, James Byrnes, Paul Yorkis and Ken Bancewicz

**ALSO PRESENT by Telephone:**

Mt Auburn Associates - Peter Kwass and Kevin McAvey,  
EDR Group - Steven Landau  
RKG Associates - Craig Seymour

The meeting for the Medway Economic Development Consultant Sub-Committee was opened at 10:00 am.

**Report on Meeting with Representatives of Economic Development consultant agencies:**

The focus of this meeting was to speak INFORMALLY by telephone with three economic development consultants about their services and work in other municipalities and decide whether or not a follow up meeting with the full EDC would be in order.

**Mt Auburn Associates, Somerville MA** - Mt. Auburn Associates offers clients a continuum of services to support critical projects from strategy development through evaluation. Spoke with Peter Kwass and Kevin McAvey. Would focus initially on the strengths and weaknesses of Medway. Break up into teams and look at priorities based on our competitiveness. Analyzing economic clusters for small business development.

**EDR Group, Boston MA** - State-of-the-art in measuring economic development performance, impacts and opportunities. EDR provides research, consulting services and software relating to the economic and development implications of; transportation and infrastructure investment, energy programs and projects and economic development programs and strategies. Spoke with Steve Landau from EDR. Their focus was almost exclusively on urban planning economics. They spoke in detail about employment impact and understanding how the existing real estate would match up with the current opportunities.

**RKG Associates, Dover NH** - Provides private, public and institutional clients, nationwide, a comprehensive range of advisory, planning, and strategic consulting services related to real estate, land use and economic development. Spoke with Darren Mochrie and Craig Seymour. RKG would focus primarily on evaluating basic demographic, economic, real estate and industry-wide trends within Medway and the surrounding areas to form their economic plan. They would conduct person to person interviews (or do mail out surveys) with the existing business to gain a feel for “doing business in Medway.

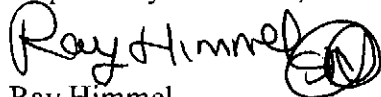
**Summary**

It was decided by Ann, Kent and Ray that there was sufficient reason to invite all three consulting firms back for an opportunity to meet with the full EDC to pitch their capabilities and how they felt the Town of Medway could benefit from their services

**ADJOURN:**

**On a motion made by Kent Scott and seconded by Ann Sherry, the EDC Consultant Sub-Committee voted unanimously to adjourn the meeting at 11:15 am.**

Respectfully submitted,

A handwritten signature in black ink that reads "Ray Himmel". The signature is stylized with a large "R" and a circular flourish at the end.

Ray Himmel  
Chairman, Medway EDC

**Medway Economic Development Committee  
Medway High School – Room 138  
88 Summer Street**

**April 3, 2012**

**ECONOMIC DEVELOPMENT BOARD MEMBERS PRESENT:**

Ray Himmel, Kent Scott, Paul Yorkis, Ann Sherry, and Ken Bancewicz

**ALSO PRESENT:** Susy Affleck-Childs, Planning and Economic Development Coordinator  
Amy Sutherland, Meeting Recording Secretary

The meeting for the Medway Economic Development Committee was opened at 7:00 pm.

**Informal Interviews with Economic Development Consultants:**

Mount Auburn Associates had two representatives Kevin McAvey and Peter Kwass who provided a presentation.

A basic overview was provided informing the Committee that the company started in 1984. The Company is based out of Somerville.

Mount Auburn focuses on Economic Development analysis strategies, and doing program evaluation. Their focus is working in teams with other consultants who specialize in real estate and land use policies.

They have recently finished a project in Watertown. They worked with the planner and urban designer. Several consultants were brought in. One focus could be looking at specific parcels which may be underutilized and researching the potential to build bigger tax base.

Another job they completed included looking at the opportunities to attract industry targets. Mount Auburn looked at what was the best approach to develop the sites and what regulatory incentives were needed. They did a schematic design and developed a set of implementation tools for the community to use.

Mr. McAvey who is new to the firm looks at the gaps with the skills in demand. His passion is working in rural areas. He stated that little towns are sometimes overlooked.

Member Himmel noted that this is about putting the projects to a plan with action items. The Committee would like to have an action plan.

Member Sherry noted that the Board of Selectmen, Planning Board and Economic Development Committee engaged together and we know the areas which need to be developed. The infrastructure is there. We need assistance helping us to get the word out that this is here in Medway and tell others that we are here. The Town of Medway is still not on the radar screen.

Member Yorkis wants to know what products Mt. Auburn has developed and used with towns.

Mt. Auburn responded that they try to look at all the pieces and develop the strategies and priorities. Next put specific action steps in place to implement the strategy. It was explained that they do not develop the marketing materials. This is not their specialty. They are not branding experts. Mt. Auburn helps communities see where there investments are.

Mr. Kwass explained that they are good at getting people on the same page and determining what assets the town has. It is about getting everyone on the same page and going in the same direction. It is about getting people on a common baseline. It is finding the opportunities and capitalizing on the opportunities. We do the work and the companies decide.

Member Himmel responded that we won't be holding the budget but we will be in front of others (Board of Selectmen) justifying the purpose. We are all accountable to the tax payers.

Mr. Kwass responded that there would be an outline of scope.

Member Scott communicated that we do not want to repeat what we have already done. This may be a bridging. This may be an in between step to deliver us to the market.

Mr. Kwass responded that they do not want to do what you have already done. It is important to make sure the scope is what you need.

Susy Affleck-Childs responded that this must be clear in the RFP.

Mr. Kwass explained that in Watertown they worked with consultants Katherine Madden and David Gambel.

Our strong point is specializing in identifying economic clusters. They are strong in promoting small business development.

The Committee does not want a generalist.

**EDR Group:**

Brett Piercy, Economic Development Group.

The Committee was given a packet of information. It was explained that the EDR Group is a consulting firm focusing specifically on applying techniques for evaluating economic development performance, impacts and opportunities.

This company was started in 1996 by a core group of economists and planners who are specialists in models and tools for evaluating impacts of infrastructure, technology workforce and natural resources on economic development opportunities.

Their expertise is on forecasting economic change and needs, opportunities assessment, strategy development, and benefit cost-analysis.

EDR has a group of 15 professional staff and they affiliate themselves with consultants and experts.

EDR develops expertise in three main ways - developing LEAP/TREDIS analysis tools through national- scale survey projects such as SHRP and ACRP. They also do empirical research for projects across the country assessing the role of a wide range of factors on business location and expansion.

The EDR has worked on the following projects - Marlborough Economic Development Strategy, Six Flags Livable Centers Initiative, and the South Coast Commuter Rail Project.

Chairman Himmel communicated that the diagnostic tools are there. He asked how the EDR Group would meet the needs of the Town of Medway. What is it that your firm does to position us in the market to establish economic development?

Brett communicated that since Medway is largely a bedroom community, it has higher than average household incomes. It has an attractive industrial site on 495. The town would want to capitalize on industrial development opportunities to improve the tax base, but in a way that doesn't degrade the high quality of life residents have come to expect.

Chairman Himmel explained that we already used diagnostic tools and know the space, have the policies in place, and we know that this is an attractive place to live in, and we need professional insight to collectively look at the town. Studies have already been done.

Member Yorkis communicated that we have a lot of stuff and reports. He asked what can you do for us with the reports.

Brett responded that she could determine if the studies show what industries are likely to be interested or not and why. EDR could determine the type of firm which would best assist the town. It is important to make sure we look at what is the value proposition and tailor it to the industries. Our company could work with site selection firms. The town would need a contact person to filter the calls.

Chairman Himmel asked again what has the EDR Group done with a town this size.

Brett responded that it depends on the type of industry you are trying to attract. The town does need a person in the planning department. This should not be contracted out because you would want this to be a town person.

The Commission thanked her for presenting.

The EDC discussed that what the EDR Group does is not what Medway needs; it seems that this is more of a macro analysis.

**RKG Associates:**

The last presentation was from Darren Mochie from RKG Associates. RKG Associates is located in Dover, New Hampshire.

The first question asked was where you see your firm fitting in and how you could fit into the Town of Medway. We have worked with Dukakis Center and completed a feasibility study through Northeastern University and received recommendations from that. There was master plan update, and two smart growth grants were completed with analysis of some sites. What can your company do with this information?

Chairman Himmel explained that we have been given lots of information about developing Medway and setting priorities but now we want to move forward with those ideas and recommendations and are looking for some guidance. We want to take the information and build a bridge.

Mr. Mochrie responded that his company has been in business for 31 years and there are nine associates. They have in house planners, market planners, and concentrate on planning economic, and real estate development.

We will work to meet the master plans, and come in as a sub consultant to provide a real world pragmatic approach to planning.



Mr. Mochrie further communicated that it looks like Medway has a good base and identified development and viable sites.

There was a document that the members were able to view. This was passed around the table to view.

Mr. Mochrie explained that his company worked with the Economic Development Center to develop a strategic plan in Rochester, New Hampshire. We worked on identifying EDC issues and challenges and identifying sites. We assisted with the business survey, communicated with businesses and provided real estate analysis. We completed an inventory of the supply of buildings and land within the region and looked at what is the competition doing in the region. We worked directly with the community and came up with 20 recommendations and 2/3 of those have been implemented.

Chairman Himmel responded that we are a bedroom community just off I-495.

Mr. Mochrie responded that Medway has fantastic demographic assets, great quality of life, fantastic schools, and dedicated group of volunteers. This does help a business.

Member Sherry wanted to know if RKG helps put together the marketing package, or would it be an action step. What is the vision?

Mr. Mochrie responded that it would need to be established. What are the issues? For example, permitting is not clear, know the issues, and then come back and do the field work. Establish what you want, look at the real estate, look at property inventory and link it together.

It is important to get Medway on the radar and have relationships with developers and builders.

Susy Affleck-Childs wants to know how do you carry out this and make this happen.

Mr. Mochrie responded that the town would need to get an ED staff person in the future. The EDC person should implement the strategy. To have an ED staff person right now is premature. The strategies would need to be narrowed down to only finish one goal at a time. It would be important to decide what is the biggest thing that we can get done. Rochester does have an EDC person full-time who assisted with the implementation.

Member Yorkis wanted to how would you describe the process you would use to work with the Town of Medway.

Mr. Mochrie responded that it depends, if you are looking for a strategy, identify the issue and

We could hold an open house or group meeting bringing in residents and have them voice issues and a month later, get the vision and where do you want to go from the open house session and some strategies in place. It appears that you haven't discussed what you want, that this has not been communicated yet. If you wanted to do a branding exercise, we could do this. Let me know what you want and we can craft a consultant team. It is clear that there has been a lot of research done already.

Member Yorkis communicated that we need to frame an RFP and asked if they would be available to assist with this.

Mr. Mochrie responded that he would be happy to do this. He has worked with Devens and Harvard is at a point where they are growing and Harvard now is looking to work with them to help craft an RFP.

The EDC thanked RKG Associates for his presentation.

Member Yorkis feels that RKG has the understanding and believes they can supply us with the right elements with an RFP. Paul is comfortable with him.

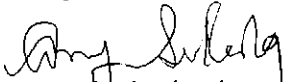
Susy Affleck –Childs communicated that of the three he is the most relevant.

Chairman Himmel suggested that we invite two more in for presentations.

The EDC agreed that this could be schedule for the meeting on April 17<sup>th</sup>, 2012.

**On a motion made by Paul Yorkis and seconded by Ann Sherry, the EDC voted unanimously to adjourn the meeting at 9:00 pm.**

Respectfully Submitted,

  
Amy Sutherland  
Recording Secretary

Edited by,  
  
Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

**Medway Economic Development Committee  
Medway High School – Room 138  
88 Summer Street**

**April 25, 2012**

**EDC MEMBERS PRESENT:**

Ray Himmel, Kent Scott, Paul Yorkis, Ann Sherry, and Ken Bancewicz

**EDC Members ABSENT:**

Andy Rodenhiser, James Byrnes

**ALSO PRESENT:** Susy Affleck-Childs, Planning and Economic Development Coordinator  
Amy Sutherland, Meeting Recording Secretary

The meeting for the Medway Economic Development Committee was opened at 7:00 pm.

**Report on Meeting with Representatives of Mass Economic Development agencies:**

Ann Sherry reported on a meeting last week with Bonnie Sullivan of MASS Development and Arthur Robert of the Mass Office of Business Development with Susy Affleck-Childs, Suzanne Kennedy, Kent Scott and herself.

The information from the meeting is that the Town of Medway is on the right track. We have done a lot of the leg work. The next step would be to bring in a person and put the information we already have together.

Member Sherry felt that Mass Development wanted us to reach out to the existing business community. One idea was that we host a forum for local businesses. This is done in Franklin on an annual basis. This promotes conversation about business growth and gets people to know that we are actively promoting to the town.

The EDC thought this event could be planned for September.

Susy Affleck-Childs stated that we need to communicate to the forces that are local that the EDC has done their homework and we need a person to now do the job.

Chairman Himmel responded that we would need to find someone who knows something about Medway.

Susy Affleck-Childs communicated that MASS Development expressed that we need to know more about the businesses that we do have. One goal would be to put together a business retention visitation program. Outreach to businesses needs to happen.

Member Sherry recommended that the EDC take some time in the summer to visit the local businesses.

**Preparations for Town Meeting:**

Susy reminded all that Town Meeting will be May 14, 2012. There has been \$39,000 specifically allocated for EDC for FY 13; it is a separate warrant article. There is also about \$21,000 in the PEDB budget.

The Committee discussed that they need to be the biggest proponent of this allocation at town meeting. The Committee felt that Ray Himmel should be the key speaker with both Kent Scott and Paul Yorkis at his side.

The Committee discussed figuring out what the key questions may be and putting together a handout for the meeting.

The memo could be what the EDC has done, and what we will do.

There needs to be a selling point.

Member Scott suggested keeping it crisp and simple.

Member Sherry will create a handout and will circulate it to the members for review.

The Committee is in agreement that there is an advantage of having more than one person speaking at town meeting. Visually this may have an impact.

Susy Affleck-Childs wanted to know if the Committee wants to meet with a reporter to try to get an article in the paper prior to the town meeting.

Chairman Himmel agreed he would meet with the local reporter from the Milford Daily News.

**Next Meeting Date:**

***The EDC decided to meet on Tuesday May 29, 2012*** and not on May 15, 2012 as originally scheduled.

**Maintenance Concerns:**

The Chairman did speak with Town Administrator Suzanne Kennedy, DPS Director Tom Holder and Police Chief Allen Tingley. It was explained to him that there is a committee which will look at cleaning up areas throughout town. One of these events will take place in July. The Chief of Police did indicate that he would NOT support a volunteer Route 109 clean- up for safety reasons.

Susy Affleck-Childs recommended that a written letter be forwarded to all parties about cleaning up the entrance to the 495 Business Park. This is the gateway to our community.

**Oak Grove Forum:**

The Oak Grove Forum #3 meeting has been scheduled for June 19, 2012. The location will be at the Medway Public library. The consultant will be there with the plan and the Town will be able to present new information relative to the title work.

**Report from Planning and Economic Development Board:**

Susy reported that the Planning and Economic Development Committee had approved the Site Plans for A123 Systems at 34 West Street and also for Lawrence Waste Services at 49 Adler Street.

The Board of Selectmen has asked the Planning Board to look at zoning in the Industrial III zoning district. There has been some disappointment with the caliber of recent business development activity in the 495 Business Park. Susy Affleck-Childs would like to ask the EDC to look at the zoning and see what types of businesses we want to encourage and discourage.

Susy Affleck-Childs also recommends inviting Tom Holder to come to an EDC meeting to discuss water and sewer capacity throughout town. It was suggested to invite him to the July meeting.

The EDC is in agreement that we need to understand our water capacity of the town. There are serious restrictions on water use.

Member Yorkis responded that there is a disconnect at the Governor's cabinet level between the Mass DEP and the Economic Development offices. We as a community need to make a determination if we want to use elected official to discuss these issues. We need get the representatives in same room and discuss this and talk about the policies. There is a policy conflict and there needs to be a middle ground.

Susy reported she had attended a SWAP meeting. Suzanne Nicole of the newly established MetroWest Visitors Bureau was the guest speaker. The new agency is doing important initial work bring dollars to the MetroWest area. The opening of Wegmans in Northborough was the largest single tourist event in MA last year. There is also an American girl event which allows young girls and their families to have weekend events in hotels with their American girl dolls. This is the type of event that this group is focusing on. It is recommended that the EDC become a member for \$75.00.

Susy Affleck-Childs agreed to pay for this membership out of the PEDB budget.

**On a motion made by Paul Yorkis and seconded by Ann Sherry, the EDC voted unanimously to agree to the membership in the MetroWest Visitors Bureau in the amount of \$75.00.**

Susy recommended that the EDC invite Suzanne Nicole to an EDC meeting in the fall. We could invite representatives of various organizations that sponsor events – Library, Parks and Rec, soccer tournament, Medway PRIDE Day, etc.

**Design Review Committee:**

Julie Fallon, member of the Design Review Committee, provided a design concept for an entry sign for the Medway 495 Business Park. **(See Attached)**

The DRC met with Andy Rodenhiser to discuss the design concept for a signage for the West Medway/495 Business Park and the entrance to the Trotter Drive.

There continues to need to be discussion about who will maintain the sign and land around it. The committee would like to see organic shaped rock. There was also a recommendation to have gooseneck lighting. The lighting of the sign could be from the ground, but Halo lighting will also be looked into.

There was conversation that there needs to be a business directory within the park. There could be a series of signs directing trucks or vehicles.

Susy Affleck-Childs communicated that there is a verbal commitment from Ellen Rosenfeld that some space could be made available for an entrance sign to the East Medway industrial park. This would be on the parcel at 8 Main Street.

Ken Bancewicz asked what we do next. Do we pass it by the businesses for review and comment?

Susy Affleck-Childs reminds all that the town is not going to pay for this. We must come up with a way to package this for funding.

Member Yorkis responded that we need to change the sign bylaw before this is in place since we want it to be in conformance. The Town cannot violate its own rules.

There is no estimate provided for a sign of this size.

Member Scott will get a price for the next meeting.

Member Yorkis does not like the use of two different types of font for the signage.

Susy Affleck-Childs communicates that the sign should be titled Medway 495 Business Park.

Member Bankewicz noted that there should be a sign on both sides of Trotter Drive to accommodate traffic going in both directions.

Member Sherry added that there needs to be a traffic directional sign indicating business park ahead.

Member Yorkis responded that we have one chance to do this right. We need to seek input from Public Services to see where any future signal lights may be placed.

Member Bankewicz indicated that there may be setback requirements for a traffic light. Ken does have a copy of a concept design for a light at the intersection. He will send it to Susy.

## **MINUTES:**

### **January 4, 2011:**

**On a motion made by Ann Sherry and seconded by Ken Bancewicz, the EDC voted unanimously to accept the minutes from January 4, 2011.**

### **November 15, 2011:**

**On a motion made by Ray Himmel and seconded by Paul Yorkis, the EDC voted unanimously to accept the minutes from November 15, 2011.**

### **January 30, 2012:**

**On a motion made by Paul Yorkis and seconded by Kent Scott, the EDC voted unanimously to accept the minutes from January 30, 2012.**

**February 21, 2012:**

**On a motion made by Paul Yorkis and seconded by Ann Sherry, the EDC voted unanimously to accept the minutes from February 21, 2012.**

**March 6, 2012:**

**On a motion made by Kent Scott and seconded by Ann Sherry, the EDC voted unanimously to accept the minutes from March 6, 2012.**

**March 20, 2012:**

These meeting minutes were tabled.

**March 23, 2012:**

These meeting minutes were tabled.


**April 3, 2012:**

**On a motion made by Ray Himmel and seconded by Paul Yorkis, the EDC voted unanimously to accept the minutes from April 3, 2012.**

**ADJOURN:**

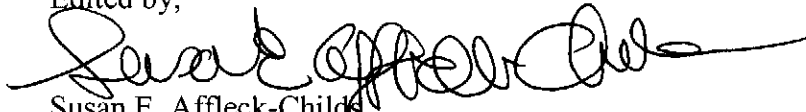
**On a motion made by Paul Yorkis and seconded by Ann Sherry, the EDC voted unanimously to adjourn the meeting at 9:00 pm.**

Respectfully submitted,



Amy Sutherland  
Recording Secretary

Edited by,



Susan E. Affleck-Childs  
Planning and Economic Development Coordinator



**Medway Economic Development Committee  
Medway High School – Room 138  
88 Summer Street**

**May 22, 2012**

**ECONOMIC DEVELOPMENT BOARD MEMBERS PRESENT:**

Ray Himmel, Paul Yorkis, Ann Sherry, and Ken Bancewicz

**MEMBERS ABSENT WITH NOTICE:** James Byrnes, Kent Scott and Andy Rodenhiser

**ALSO PRESENT:** Susy Affleck-Childs, Planning and Economic Development Coordinator  
Amy Sutherland, Meeting Recording Secretary

Tom Holder, Director of the Medway Department of Public Services (DPS) was also present.

The meeting of the Medway Economic Development Committee was opened at 7:00 pm

**Tom Holder, Director of DPS:**

Medway DPS Director Tom Holder was present. Susy had invited him to speak to some of the EDC's questions about sewer and water capacity for economic development.

The purpose of Mr. Holder attending the meeting was to explain the limitations relative to the water capacity of the Town of Medway as it pertains to the Town's economic development work.

Mr. Holder reported as follows.

Residents can see the tangible things that the DPS is doing through the capital budget such as the new water tank and through the residential side with the installation of new water meters and on the water management act permit and efforts to reduce the I & I inflow and infiltration.

Inflow is when there is a direct connection to the sewer system.

Infiltration involves things that compromise the integrity of the pipe which has caused it to fail and the result is that the ground water is illicit and not in the pipe and this water goes to the Charles River Pollution Control District treatment plant and we as a Town are charged to treat this water.

The Town is mandated by the state through a permit to discharge only a certain level of wastewater per day. Currently, our level is 895,000 gallons.  
During wet weather we are not within that level, we exceed that amount. This is a real problem.

The Charles River Pollution Center is held to a specific standard and they then place the standard on the participating communities.

The wet weather events do exceed the limits. There is a drive to have a Water Resources master plan performed and some identification of the I & I was taken. We are moving forward and focused on the Chicken Brook interceptor. Through looking at several meters, we know that this area is a prime candidate for the infiltration program. We had it inspected and had remote cameras driven down the pipe. The structural integrity of pipe is ok. There are spot areas which need repairs. There has been allocated \$200,000 for repair work which will take place for sewer improvements and make the spot repairs and eliminate the infiltration in that segment of pipe. We will start investigation other tributaries which come into Chicken Brook. This will be an ongoing and a continuous effort.

The goal is to reduce the infiltration and this will free up capacity in the future.

The DEP has not been asked to come in with any orders. We are meeting the permits on an annual basis. There is a risk it could occur. The limit is set and broken up by number of households and businesses based on standards about consumption and establish the permit levels based on number of units.

If we increase East Medway, we would need to seek approval.

The Town has the ability to seek an increase to this level, but we need to be well below our current standard or capacity level before seeking an increase.

Some towns might sell sewage treatment capacity to Medway such as Franklin or other towns with surplus capacity.

The mechanics of the process would include Title 5 calculation completed and would propose the amount of flow. Then the flow and permit is approved or denied within the permitting levels. There has not been a denial of to Charles River Pollution Control Plant.

The Economic Development Committee's concern is that we could have a business interested in coming to Medway but we do not have enough sewage treatment capacity for this business. MASS Development has noted that we need to know what resources we have in town as we speak with businesses.

Tom Holder responded that the CRPC approved the new sewer extension for the Medway 495 business Park and would not have approved this if they thought it would be an issue. If there was a high water user business which wanted to come to town, it may need to be looked at.

The infrastructure is there.

The water management permit is a strict threshold on the water side which is issued through the DEP.

Tom Holder noted that there is mitigation, and mentioned that some modifications have been done and we can encourage within the decisions for businesses to remove the I & I to allow connection. This concept has been successful in some communities.

A question was asked if the toxicity of the wastewater has to be tested.

Tom Holder answered that the volume and parameters of discharge is monitored.

#### Water Capacity

The Town's water management permit was renewed by DEP but they reduced our threshold. The level was lowered and data was underestimated and the meters were not totally accurate. The DCR did population and demand projections and went to court and challenged this since they showed the population declining. The water withdrawal amount was lowered and we challenged this and said that the production levels were poor due to reporting and with the new metering systems we can give better figures. We did get an amendment to this permit. There was language added that should there be an identified increase, the DEP would entertain raising the limit.

We have the well capacity to get the water out of the ground, and the report stated the capacity will provide enough water. But we are held to a significant restriction on what we can draw from the ground. We are permitted to draw 910,000 gallons a day.

The Annual 2011 figures are under 0.89.

We are good in the DEP's eyes for water quality and the tanks looks good and we have made good faith effort.

We report to DEP's central district in Worcester and meet with them regularly.

The timing of the spot repairs will be completed within the year. The problem is getting access to the pipe. We will be replacing some of the 8 inch pipes with 12 inch pipes.

The Town is currently operating with water bans. Residents can only hand water currently. The non-essential watering ban may occur within a month. We need to keep the water tanks full for safety purposes (fire fighting). There may be increased bans throughout the summer.

Member Bancewicz wanted to know what the DPS can do to improve the appearance of the industrial parks.

Tom Holder indicated that they do have a piece of equipment that could cut the grass in that area. The problem was that there were no licensed operators for this particular piece of equipment. We are getting the licenses and the work will get done.

Susy Affleck- Childs noted that these are the gateways to the community. We collectively and the business owners need to look to the Town to clean up the area.

Chairman Himmel inquired about picking up trash along Rt. 109. There is a lot of trash.

Tom Holder communicated that there will be summer workers assigned for roadside cleanup.

Tom Holder also informed al that they are looking to implement a commercial recycling program. This will be a great service for businesses.

**FY 2013 Budget Plan:**

Susy informed the Committee that she has asked for some time with the Board of Selectmen at their June 18<sup>th</sup> meeting. She would like the EDC to provide a specific proposal.

The next step will take a couple more months to search for someone. We will need to look at the original proposal and repackaging and decide what we want to do.

It was noted this money will have to be approved and reappropriated each year.

It was recommended by MassDevelopment that we hire a person who knows the town and can get out there make the connections.

The words in the proposal could be a contract employee, someone who is an independent contractor but not a firm. The person would report to Suzanne Kennedy.

The Committee was in agreement that they would like to hire a contract employee.

**On a motion made by Paul Yorkis and seconded by Ann Sherry, the Committee voted unanimously to recommend a contracted employee.**

The Committee will put together a formal proposal and letter to the BOS.

It was also proposed to answer the five questions that the Board of Selectmen had put forth to us at the beginning of the process.

The Board discussed that they need to think of people within the community which may be a fit for this position.

There will need to be discussion about where this person's office is going to reside. This will be an issue as Town Hall is very tight. There needs to be a place where this person will be able to work. We need to be creative about this.

Chairman Himmel suggested that maybe this person can use a room at the middle school.

This person would need to report to Suzanne and this is the gray area which needs to be worked out.

The Board needs to look into office space further.

The EDC will put together a summary of the direction taken.

Ken will provide the questions to Susy.

The Board would need to have the informational materials to the Board of Selectmen by June 13, 2012.

It was suggested that Ray have conversation with Andy Espinosa about getting a liaison from the Board of Selectmen to serve on the Economic Development Committee.

**Oak Grove Public Forum:**

There will be a meeting at the Medway Public Library June 19, 2012 at 7:00 pm for the Oak Grove Public Forum. The abutters and owners have been notified. There will be a presentation by Will Naser of the titles and information confirmation about ownership. There will be new maps.

The Forum will be moderated by Planning Board Chairman Andy Rodenhiser.

Ann would like to get a copy of the presentation as she will not be able to attend that night.

**Reports:**

Retired Fire Chief, Mr. Trufant was recognized by the Medway Business Council at its annual meeting and will be considered an honorary life-time member. Susy Affleck-Childs was at the ceremony.

Member Yorkis communicated that all the zoning bylaw amendments proposed by the PB passed at town meeting. It was suggested that the parking provisions be reviewed and changed with the goal to create more buildable square footage for a pad site and bigger capacity for restaurants. This could be worked on by the Planning and Economic Development Board this year.

There would need to be bylaw changes within the districts. There are already options for compact cars.

Chairman Himmel wanted to know if there are any electrical cars.

The Town is working on locating an electrical vehicle charging station somewhere.

Susy would appreciate the EDC preparing a letter to the Planning Board with a bullet list of the zoning amendment priorities the EDC would like the Board to work on collectively. The next step for Oak Grove will be some zoning changes. This could be included on a list.

Mr. Yorkis also mentioned we do not really have work force housing in Medway. This is needed but our current zoning does not encourage this. This needs to be addressed.

Susy mentioned that the new zoning map shows that there are two residential zoning districts. The only place where a duplex can be built is within ARII and that is by special permit. She indicated she is looking at creating a new village residential zone and allow a duplex by right instead of special permit.

There are some people in town that are not comfortable with “by right” duplexes. This item needs to be addressed delicately.

#### **MINUTES:**

##### **March 20, 2012:**

The minutes from March 20, 2012 will be held to the next meeting.

##### **March 23, 2012:**

**On a motion made by Ann Sherry and seconded by Ray Himmel, the Economic Development Committee voted unanimously to accept the minutes from March 23, 2012.**

##### **April 25, 2012:**

**On a motion made by Paul Yorkis and seconded by Ann Sherry, the Economic Development Committee voted unanimously to accept the minutes from April 25, 2012.**

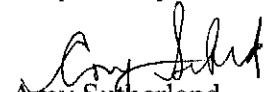
**Next Meeting Date:**

The Economic Development Committee will meet on Tuesday June 19, June 27, and July 17 2012 and August 21, 2012.

**ADJOURN:**

**On a motion made by Paul Yorkis and seconded by Ann Sherry, the EDC voted unanimously to adjourn the meeting at 9:00 pm.**

Respectfully Submitted,



Amy Sutherland

Recording Secretary

Edited by,



Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

**Medway Economic Development Committee  
Medway High School – Room 138  
88 Summer Street**

**June 27, 2012**

**ECONOMIC DEVELOPMENT BOARD MEMBERS PRESENT:**

Ray Himmel, Ann Sherry, Chan Rogers and Ken Bancewicz

**ABSENT WITH NOTICE:** Paul Yorkis

**ABSENT WITHOUT NOTICE:** James Byrnes

**ALSO PRESENT:** Susy Affleck-Childs  
Amy Sutherland, Meeting Recording Secretary

Chan Rogers was introduced as the new representative on the EDC from the Planning and Economic Development Board. Andy Rodenhiser decided to step away for awhile; Andy still serves on the PEDB and is its chairman.

**FY 2013 Budget:**

The Board is in receipt of the worksheet from Susy Affleck-Childs dated June 19, 2012 entitled FY 13 Medway Economic Development Budget. **(See Attached)**

The Medway Economic Development Budget for FY 2012 is \$59,860.00.

After review the Committee recommends that the Economic Development Specialist salary be revised from \$40,000 to \$26,000. This is for a 19 hour/week contract position.

The benefit line item will go from \$2,400.00 to \$1,560.00.

The consulting/contracted services line item will go from \$15,000 to \$14,500.

The professional development line item will go from \$500.00 to \$2,000.

Books/Resource materials will go from \$200.00 to \$290.00.

The travel budget will go from \$500.00 to \$800.00.

The printing budget will go from \$250.00 to \$500.00.

The business development budget will remain at \$500.00.



The Board discussed adding money for office equipment. Computer, desk, and file cabinets would need to be purchased.

The office equipment budget will be \$5,000.00.

The EDC does not think there is any space at Town Hall to house this person.

Member Rogers noted that the Middle School should be set aside as a possibility.

Member Himmel agrees.

The challenge is this person will need to tie into the Town computer system if they are not located at the town hall.

The Board next discussed that renting a space for the hired person could be a possibility.

There were some suggestions for office space.

**Possible Office Space:**

- Steve Richardson may have some space next door to Town Hall. Ann Sherry will check.
- Another suggestion is the Senior Center.
- The Reardon Building on Main Street was another suggestion.
- Joe Griffith was also noted as a possible person to contact. He owns the Drybridge Crossing Building. There is a shared conference room.
- Another suggestion is the Medway Mills.

Member Rogers sees this hired person as a broker showing properties of Medway and this would require an office.

Ken wanted to know if there is someone in Town hall that is in charge of space planning.

Susy communicated that this is something that needs to be addressed directly with Town Administrator Suzanne Kennedy.

The budget and space should be presented separately to Suzanne.

The office supplies budget will go from \$300.00 to \$500.00.

The members recommended adding a line item in the amount of \$8,000.00 for rent.

**On a motion made by Ann Sherry and seconded by Ken Bancewicz, the Economic Development Committee votes unanimously to endorse the budget as revised.**

Chairman Himmel will contact Allison Potter to check on Suzanne's schedule.

**Medway Economic Development Specialist:**

The Board is in receipt of the summary of the overview of the Medway Economic Development Specialist position dated December 20, 2012. **(See Attached)**

The Committee also referenced the presentation document dated June 18, 2012. **(See Attached)**

The Committee agreed that the word *knowledge* should be replaced with the word *experience* and *success*. It was also suggested that there should be language added relative to sales oriented approach and an understanding of incentives and programs which the state offers.

The Committee discussed that the hired person will be taking direction from Suzanne Kennedy.

The Economic Development Committee will put together a packet for the Board of Selectmen prior to setting up a meeting.

The Committee was reminded that the BOS would like to see specific projects and activities to be accomplished.

The Committee does not want a person who works for another Town since they may not be an advocate for Medway.

It would be helpful if the person had a clear business and real estate knowledge.

It was recommended to add strategies to improve physical appearance and function of the commercial districts.

There needs to be a flow in the business planning.

The priority needs to be on proactive with something new.

Chairman Himmel would like to develop a theme and market the available sites for emerging business.

The Committee needs to identify the major industries we want the ED Specialist to focus on and possibly foster and use what we have.

Chairman Himmel noted that the town needs to be developed in a way that this is functional and there will be a flow created when new businesses are put in.

Member Sherry noted that the thought process and Master Plan was done and that exists for the

Town. She noted there is a concept plan for the redevelopment of Route 109.

There needs to be more discussion about uses in the business zoning districts. We can set a priority for the type of business we would outreach to.

Member Rogers recommended making the bottlecap lots more available and accessible. He sees the process being readily managed. There is no organized plan at this point but we do have nearby accessibility with 495, 126 and 109. We need to take advantage of what we do have.

He further noted that there is currently not an organized industrial area.

### **Persons Tasks:**

#### **Bottlecap Lots**

The Committee would like the hired specialist to work on the Bottlecap lots. The idea is to take the forthcoming Oak Grove concept plan and get property owners and developers to buy into this plan. This plan is going to have some steps on what do we need to do. Ultimately, the Town must have some overall control of the land.

### **Year One Goals:**

Why Medway (create reasons Why?)  
What Resources are available in Town  
Rework the Website with good information  
Manage media relations

### **Zoning Changes:**

Chairman Himmel will speak with Paul Yorkis about any Zoning change ideas he may have.

Susy noted that she feels there is a need for an administrative site plan review. This would include doing some of these things on a less complicated way. The changes would be minor. This would need to be defined. Any changes on the exterior trigger a public hearing now.

Member Sherry wanted to know at what point does a change require a major site plan change. Another question is who makes this determination.

The Committee notes that we need to build some more flexibility within the permitting process.

The EDC would recommend an administrative site plan review.

### **Zoning Ideas:**

Parking

Site plan review for smaller projects  
Rezoning

The Committee will work to finalize at the zoning ideas at the July 17, 2012 meeting. This will then be forwarded to the Planning and Economic Development Board.

**News from Planning and Economic Development Office:**

- Lawrence Waste Site Plan was endorsed by the PEDB on 6/26.
- There was an Interdepartmental Meeting on June 18, 2012 with Roger Calarese re: the evolving ideas for Tri Valley Commons. (Plan was shown). This was a productive meeting.

Ken Bancewicz reported that Keith Lawrence from Lawrence Waste had mentioned that he may be interested in serving on the EDC.

**MINUTES - March 20, 2012:**

The minutes from March 20, 2012 will be held to the next meeting.

**May 22, 2012:**

**On a motion made by Ann Sherry and seconded by Ray Himmel, the Economic Development Committee voted unanimously to accept the minutes from May 22, 2012.**

**Next Meeting Date:**

The Economic Development Committee will meet on July 17 2012 and August 21, 2012 at 7:00 pm.

**ADJOURN:**

**On a motion made by Chan Rogers and seconded by Ann Sherry, the Economic Development Committee voted unanimously to adjourn the meeting at 9:00 pm.**

Respectfully Submitted,



Amy Sutherland  
Recording Secretary

Edited by,



Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

## FY 13 Medway Economic Development Budget

	January 2012 Budget Proposal	Notes	Recommended Budget June 2012	Notes
Economic Development Specialist (10/1/2012 - 6/30/2013)	\$ 40,000.00	Part time Employee		Contract Employee 19 hours/week x 39 weeks = 741 hours
Benefits	\$ 2,400.00	6% social security, Medicare, unemployment comp and workman's comp		
Consulting/Contracted Services	\$ 15,000.00			
Professional Development	\$ 500.00			
Books/Resource materials	\$ 200.00			
Travel	\$ 500.00			
Printing	\$ 250.00			
Business Development	\$ 500.00			
Office Supplies	\$ 300.00			
Office Equipment	\$ -			
<b>TOTAL</b>	<b>\$ 59,650.00</b>			
				6/19/2012 - sac

## **Medway Economic Development Specialist**

**SUMMARY - Provide professional, technical, marketing and administrative leadership to support the Economic Development Committee and the Planning and Economic Development Board to expand economic development in Medway**

Develop and manage data bases of information related to economic development – inventory of sites, national and town census data and other community profile information.

Serve as liaison with various organizations including but not limited to 495 MetroWest Partnership, Medway Business Council, MetroWest Tourism, Mass Office of Business Development, and MassDevelopment.

Assist Medway Town personnel and volunteers to prepare grant applications directly associated with economic development opportunities.

Respond to inquiries from the general public, commercial/industrial brokers and regional and state economic development agencies regarding the current and potential availability of space, land, pad sites, etc. that may be available for lease or sale.

Develop marketing tools/products to promote Medway including maintenance of the economic development pages at the Town's web site.

Develop and maintain contact with existing Medway businesses to facilitate business retention and growth.

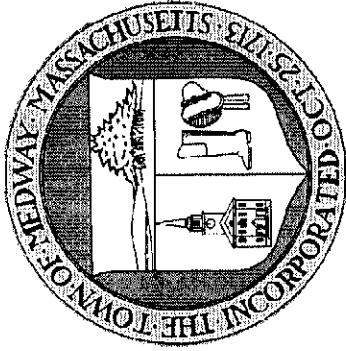
Provide a wide range of technical assistance to support the growth of existing businesses and the establishment of new businesses including assistance related to permitting, financing, job training, employee retention, etc.

Conduct studies to identify best use(s) for undeveloped land to maximize commercial tax revenue, then seek/encourage development in that direction.

*Draft – December 20, 2011*

# Town of Medway

## Economic Development Specialist



Economic Development Committee  
Presentation to Board of Selectmen  
18 June 2012



## Questions Raised at Joint Meeting on 1-18-12

- Should the position be filled by an outside firm or consultant?
  - EDC's initial position was to have an employee vested in and devoted to Medway's economic growth
  - Joint meeting resulted in a request to consider consulting firms
  - Initial teleconferences to identify potential consultant candidates
  - Special meeting to interview several local and national economic development firms with regards to development efforts
  - Committee determined that these firms are best suited for data search and distribution for competitive positioning
  - Medway has already initiated much of this research and has a good foundation for a plan
  - EDC's unanimous decision is to focus on hiring a part-time contract employee





## Questions Raised at Joint Meeting on 1-18-12

- Could the position be a shared arrangement with another town?
  - Discussed in length
  - Felt to not in the Town's best interest
    - Competing entities
- **Who would the position report to?**
  - EDC recommends that the position reports to the Town Administrator
    - Where would this person reside/office?
    - How would this person interact with the EDC?
    - How would this person interact with Medway Planning and Economic Development Coordinator?
    - How would this affect SAC's role with EDC?

# Economic Development Specialist

**SUMMARY** - The Economic Development Specialist works for the Town Administrator and is responsible for an array of activities that aid the Town of Medway in meeting its economic and community development goals. The duties may include but are not limited to managing data gathering and analysis, designing and implementing programs geared toward business attraction, retention or expansion, serving as liaison to neighborhood and business groups.

## **Requirements:**

- Bachelors degree from a four year college or university with major coursework in city, urban or environmental planning, political science, public administration, architecture or related field and a minimum of 6 years experience.

## **Term:**

- Contract Employee, 1 year

# **Economic Development Specialist**

## **Experience/Knowledge/Skills:**

- In depth knowledge of economic development and urban planning;
- In depth knowledge of public relations and marketing;
- In depth knowledge business attraction, expansion and retention techniques;
- In depth knowledge of urban design and planning;
- Experience with state and federal economic development programs and funding sources, the urban renewal process, environmental regulations, and real estate development and financing principles;
- Position requires the ability to communicate effectively orally and in writing with state and federal agencies, architects, contractors, developers, owners, supervisors, employees, and the general public.

# Economic Development Specialist

## Job Function

- Advocates for community investment and seeks private or public funding for improvements that foster business development, increase property values and enhance community character.
- Identifies policies, rules, laws and regulations that hinder economic development and offers creative alternative solutions to eliminate unnecessary or burdensome regulations to business.
- Works with Medway Business Council and other business groups to form alliance and strengthen the overall voice of the business community in Medway.
- Establishes and maintains relationship with current businesses to identify factors that hinder business growth and expansion then advocates for business at all town/board meetings and hearings when necessary. Provides early intervention and offers solutions to prevent possible business departures.
- Manages media relations to continually disseminate the benefit and necessity of economic development efforts in the community and to cultivate a pro-business environment where commerce can flourish.
- Actively engages local, state and regional economic development entities to identify and obtain resources and opportunities available to the town.

# Hiring Process

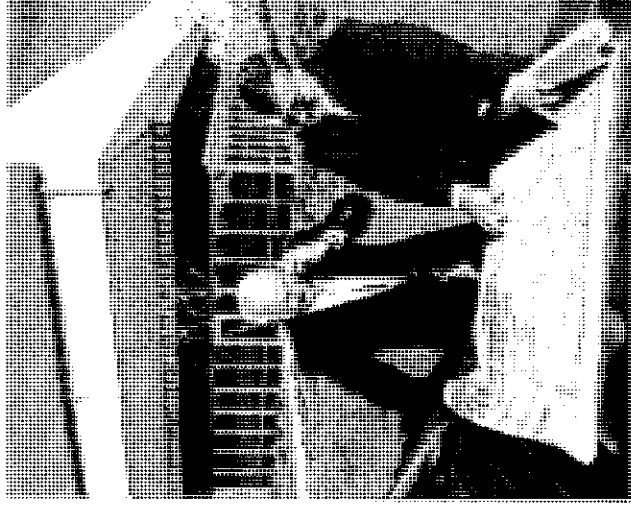
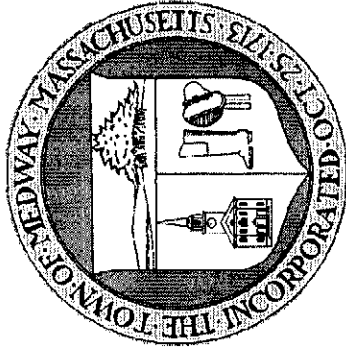
1. **Identify Interview Team (June 18 BOS meeting)**
2. **Job description finalized (1 month)**
  - Review several descriptions from other towns for ideas
  - Contact 2-3 Towns for input
3. **Recruiting /Advertising (1 month)**
4. **Review Applicants and Select Candidates for Interviews (1 week)**
5. **Conduct Interviews (2 weeks)**
  - Initial round to identify 2-3 potential candidates to recommend to TA
6. **Second Round of interviews (2 weeks)**
  - 2-3 candidates
7. **Decision**
8. **Start Date**
  - Sept/Oct 2012

# Questions and Answers



# Town of Medway

## Economic Development Specialist



Economic Development Committee  
Presentation to Board of Selectmen  
18 June 2012

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7. **Decision**
8. **Start Date**
  - Sept/Oct 2012

# Questions and Answers



**Medway Economic Development Committee  
Sanford Hall  
155 Village Street  
July 31, 2012**

**ECONOMIC DEVELOPMENT BOARD MEMBERS PRESENT:**

Ray Himmel, Ann Sherry, and Ken Bancewicz

**ABSENT WITH NOTICE:**

Paul Yorkis  
Chan Rogers

**ABSENT WITHOUT NOTICE**

James Byrnes

**ALSO PRESENT:** Susy Affleck-Childs  
Amy Sutherland, Meeting Recording Secretary

The meeting was not officially opened due to lack of quorum but notes were taken of the discussion.

**Economic Development Specialist:**

The Committee was informed that the Request for Proposals (RFP) went out for the Economic Development Specialist position. The position has been advertised in many venues.

The position will require some minimum qualifications. The next step will be to go through the proposals. Interviews will then be set up. This will be a contract position. The position will be hired starting October 1, 2012 through June 30, 2013.

The Committee would like to review the proposals on August 21, 2012. The following week interviews will be set up.

Ann Sherry asked Susy to check to see if a sub-committee needs to be selected meet with the applicants for interviews. She was concerned about open meeting law requirements.

There will be a meeting on August 27, 2012 for the EDC to conduct interviews. The time and location will be determined.

**Office Space:**

There has been discussion renting office space in the building across from the Town Hall for the ED Specialist. The owner of this building is eager to work with the town. The space is 1100 square feet. The building is all up to code. This space is more than enough for one person but not large enough for all the land use and permitting staff.

The logistics of the office space is in the Town Administrator's court.

The EDC will continue to reach out to other people or business owners about space options.

The Chairman will set up a meeting with the Town Administrator and the Chairman of the Board of Selectmen to address this further.

The goal is to have a Contract for Services presented for signature to the Board of Selectmen for its September 17, 2012 meeting.

### **MassDevelopment**

There was a lunch meeting with Kelly Arvidson from MASS Development, Arthur Robert of the Mass Office of Business Development and some of the members of the EDC on July 30<sup>th</sup>. It was an excellent meeting. The town was applauded for moving forward with supporting the hiring of this person.

### **Update on Oak Grove/Bottle Cap Lots**

The members received a copy of a report entitled, Oak Grove Park from BSC Group. The EDC will look at this document again in the fall to discuss some of the presented options.

Susy reported the title research on the bottlecap lot will take about two more weeks to complete.

### **Zoning Discussion**

The discussion and recommendation for Zoning Bylaw Amendments for the Planning Board will be tabled until a full complement of the Board is present.

### **Other News**

There was discussion that one of the five priorities of the Board of Selectmen is communicating what we are doing out to the residents. One suggestion on how we can accomplish this would be to visit five businesses. Some of the suggested businesses were:

1. Cybex
2. AZZ/CGIT
3. Mazilli
4. East Medway (inivative coating )

### **MetroWest Tourism and Visitors Bureau**

Susy thought it may be a good idea to possibly have an event or activity that the EDC could sponsor and invite the groups in town that take part in planning events for the community such as the Historical Society, Library, sport groups, etc. The Medway Mill building was mentioned as a possible event location. It could then continue across the street to Choate Park.

There was also a suggestion about having an event at the 109 Plaza.

### **Community Signage Project**

The EDC members were informed that part of the Fiscal 2013 Town budget includes the Community Signage Project. Money has been set aside in the capital budget for a Community Signage Project. These signs will be "Welcome to Medway". There was a meeting of the



Community Signage Task Force last evening. The hope and goal would be to have information in place for the gateway plans and prototype for the signs for the spring of 2013. The initial project is limited to five to seven signs. The potential is to have the idea of these signs filter down and help establish new signs for municipal buildings throughout the community.

### **Regional Economic Development**

There was a meeting with Representative Dykema and Senator Spilka at the 495 Partnership office in July. There were representatives from Medway, Holliston, Southboro, Westboro and Hopkinton. Art Roberts was there and provided an overview and talked about Mass Marketing Partnership and the goal to strengthen regional organizations within the 495 corridor.

### **Route 109 Reconstruction**

The Board of Selectmen has approved the contract for the next stage of the design.

### **Miscellaneous**

The Chairman will contact James Byrnes from the EDC to see about the status of this membership.

### **MINUTES:**

#### **March 20, 2012:**

The minutes from March 20, 2012 will be held to the next meeting.

#### **June 27, 2012:**

The minutes from June 27, 2012 will be held to the next meeting.

### **Next Meeting Date:**

The Economic Development Committee will meet on August 21, 2012 at 7:00 pm.

### **ADJOURN:**


**The meeting ended at 8:30 pm.**

Respectfully Submitted,



Amy Sutherland  
Recording Secretary

Edited by,



Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

**Medway Economic Development Committee**  
**Medway High School – Room 138 – 88 Summer Street**  
**October 17, 2012**

**ECONOMIC DEVELOPMENT BOARD MEMBERS PRESENT:**

Ray Himmel, Ann Sherry, Paul Yorkis, and James Brynes

**ALSO PRESENT:**     Claire O'Neill –Economic Development Director  
                             Amy Sutherland, Meeting Secretary

The meeting was opened at 7:00 pm.

The new Economic Development Director, Claire O'Neill provided an introduction to the Committee.

The Economic Development Director began an overhead presentation to the Committee. This included a visual showing an Inventory of Existing sites available for development.

There was discussion about gathering more information about incorporating infrastructure information. The Committee would also like to have a consistent template for marketing purposes.

The Committee next reviewed and inventory of the existing businesses. One of the goals will be to create a list of priority contacts for the existing businesses.

Member Sherry volunteered to assist with this.

The Committee also recommended adding the water and sewer capacity on the noted sites.

**Commercial and Industrial Properties FY 2013:**

The EDC Director provided the members with a copy of the Town of Medway Commercial and Industrial Properties dated FY 2013.

This is a listing sheet which provides various information relative to noted Commercial and Industrial Properties. The properties have seemed to have held their values.

One of the goals will be to work with Fran at looking at the open space areas in Town. The Committee also discussed that some of the properties have some conservation concerns such as vernal pools, wetland and areas which fall under the rivers act.

**Existing Businesses in the Town of Medway:**

The Committee is in receipt of a matrix with the various businesses in the Town of Medway.

The figures are based on 2010 data. The public institutions have been removed. Verizon is not listed.

Verizon has two different types of employee's management/call center employees and technical workforce in the field employees. There are two operations in one facility. All technical dispatch come from there but there is a call center.

It was indicated that with businesses such as Classic Properties, they do not have employees, but mostly independent contractors.

### **Develop Promotional Materials:**

Claire would like to develop promotional materials showcasing the Town of Medway.

The Committee reviewed the websites from the Town of Bolton and the Town of Grafton.

There was discussion that the Town of Medway is currently part of Virtual Town Hall and some of the information on the Economic Development Committee website could be updated to include more in depth information regarding business development.

The fact that Medway is a Green Community is something that should be noted.

Member Himmel likes the bulleted form which gives immediate feedback for specific forms.

The Committee agreed that this could be added to the Virtual Town Hall site.

The group needs to figure out what would the Town of Medway's road map look like visually?

The first step in the process is to have anyone inquiring about business space to contact Claire.

Claire will explore pursuing the cost of a web designer. This could possibly be part of a capital item.

The Committee discussed incorporating Facebook and Twitter.

Claire indicated that there are funds available through the regional economic development. She will be pursuing this.

The goal of the Economic Director is to communicate and talk directly with the businesses in Town. Her approach is to meet people and have conversation with the various businesses to find out what seems to be working and what might need to be improved.

### **Zoning and Bylaw Ideas:**

Member Yorkis communicated the Economic Development Committee that he attended the Planning and Economic Development Committee meeting to discuss the ideas relative to the Zoning and Bylaw ideas.

The meeting went very well and the committee was appreciated and interested in working forward to addressing some of the recommendations.

The next step would be to figure out short and long term goals. The Committee needs to determine what the priorities are. For example, one short term goal might be revising the parking bylaw. This could happen very quickly. This change could benefit economic development for Medway Commons, since it would allow more buildable space and less parking area.

A long term goal might be to look at the setback rules and regulations.

**On a motion made by Ray Himmel and seconded by James Brynes, the Committee voted unanimously to allow the subcommittees to prioritize the Zoning Bylaws and the Rules and Regulations.**

This information will be reported back to the Economic Development Director.

The title research for the Oak Grove/Bottle Cap Lots continues to be underway.

### **Other News/Reports:**

- Medway Clean Sweep will be Saturday April 27, 2013. The EDC discussed taking part in this event.
- The EDC would also like to get involved in sponsoring some type of event for Medway's 300<sup>th</sup> Celebration.
- The Committee discussed hosting an event at Medway Mills. The contact for this is John Green.
- The Committee discussed that it might be a good idea to have a booth at Medway Pride Day. This event is scheduled for the third Saturday in May.
- The Committee also discussed possible doing a group event with State Agencies, Politicians and Businesses. One of the suggested locations was Cybex.
- Member Sherry communicated that the Medway Business Council is having a meeting tomorrow night.

### **Minutes:**

#### **August 21, 2012:**

**On a motion made by Ann Sherry and seconded by Paul Yorkis, the Committee voted to accept the minutes from August 21, 2012.**

#### **March 20, 2012:**

**On a motion made by James Brynes and seconded by Paul Yorkis, the Committee voted to accept the minutes from March 20, 2012.**

### **Adjourn:**

**On a motion made by Ray Himmel and seconded by Paul Yorkis, the Committee voted to unanimously to adjourn the meeting at 8:15 pm.**

**Respectfully Submitted,**

**Amy Sutherland**

**Recording Secretary**

**Approved November 20, 2012**