

Medway Economic Development Committee
April 7, 2015
Medway Senior Center
76 Oakland Street
Medway, MA 02053

Economic Development Committee Members Present:

Hugh McKinnon, Alissa Parlee, Andy Rodenhiser, and Paul Yorkis.

Also Present:

Maryjane White, Board of Selectmen

Stephanie Mercandetti, Director, Community & Economic Development

Eric Arbeene, Resident

Ken Bancewicz, Cybex International

Acting Chairman Andy Rodenhiser opened the meeting at 7:00 pm.

Reorganization:

As the Economic Development Committee had not met in some time, members felt it would be good to reorganize until such time as members are reappointed and new members are appointed to increase the membership of the Committee.

Vote on Reorganization:

On a motion made by Alissa Parlee and seconded by Hugh McKinnon, the Committee voted unanimously to appoint Paul Yorkis as Chairman to the Economic Development Committee.

On a motion made by Hugh McKinnon and seconded by Paul Yorkis, the Committee voted unanimously to appoint Andy Rodenhiser as Vice Chairman to the Economic Development Committee.

Public Comments:

Eric Arbeene introduced himself to the Committee. He is interested in serving on the Committee. He gave background on his experience and interest.

Ken Bancewicz also introduced himself to the Committee. He is a former member of the Economic Development Committee and works for Cybex International.

New Community and Economic Development Department:

Stephanie Mercandetti introduced her new role in Medway as the Town's first Director of Community and Economic Development. She explained the functions of this new department which is to oversee the implementation and coordination of community and economic development plans, programs and services. The notion is to also coordinate permitting with other Town Department and Boards as well as provide support to the various land use committees in Town. In addition, she will be dedicated to providing assistance to existing and new businesses as well as development and redevelopment opportunities.

Recodification of the Zoning Bylaw:

Stephanie Mercandetti explained Article 24 on the Annual Town Meeting warrant having to do with recodification of the Zoning Bylaw. The proposal reorganizes the bylaw in a more user-friendly fashion by creating a Table of Uses and a Table of Dimensional and Density Regulations. It also eliminates redundant or unnecessary provisions and make revisions to the nonconforming section to make it more consistent with state law. Andy Rodenhiser added that it changes the enforcement fines and removes procedural requirements which are better situated in a Board's rules and regulations. The bylaw has been added to over the years and the proposed recodification cleans up any inconsistencies.

On a motion made by Andy Rodenhiser and seconded by Alissa Parlee, the Economic Development Committee voted 3-0-1 (Hugh McKinnon abstained) to support and recommend Article 24. Hugh McKinnon noted that he had not had enough time to review the draft recodification in its entirety.

Proposed Business Transition District Bylaw:

Stephanie Mercandetti discussed Article 25 on the Annual Town Meeting warrant which seeks to add a new zoning district named Business Transition and rezone six parcels near the intersection of Routes 109 and 126 as Business Transition. This rezoning would provide opportunities for small-scale economic development opportunities. Andy Rodenhiser noted that the Planning and Economic Development Board met with the abutting residential neighbors at Restaurant 45 where 20-25 people were in attendance. He explained the history of the area and that there were previous attempts to rezone the properties to Commercial V which failed to pass with a two-thirds vote at Town Meeting. This is an opportunity to widen the commercial tax base. These properties are currently unoccupied or underutilized. This is a good compromise to allow for some low impact

job growth in the area. He also referenced the Master Plan and some of the objectives under the Economic Development Goals and Action Items. Alissa Parlee said that is a better option and the owners of the parcels subject to the rezoning have approached the Town to have this done. Maryjane White added that this is a compromise to balance the interest and needs of both the property owners and abutters. Paul Yorkis disclosed that he has had dealings with the owner of 31 and 33 Summer Street.

On a motion made by Andy Rodenhiser and seconded by Hugh McKinnon, the Economic Development Committee voted unanimously to support and recommend Article 26.

Proposed Multifamily Housing Overlay District Bylaw:

Stephanie Mercandetti reviewed the proposal to add a new overlay zoning district to allow multifamily housing by special permit. Multifamily housing would apply to three or more units and could be either renovation or new construction. The area being proposed for this overlay district are sections within a half mile of a commercial district. The maximum number of units in a building is 12 and the maximum per development would be 40 units. There is also a development limitation under the proposed bylaw. Questions were raised why certain properties were excluded from the bylaw. This was a modest approach to put something in place and the district could be expanded in the future if need be. Andy Rodenhiser noted that properties that received subdivision approval were removed from the overlay district map as well as some other parcels.

On a motion made by Andy Rodenhiser and seconded by Hugh McKinnon, the Economic Development Committee voted unanimously to support and recommend Article 25.

Past Committee Activities:

Stephanie Mercandetti distributed the general bylaw that created the Economic Development Committee and reviewed some of the items on the list. Paul Yorkis suggested that everyone review the list and reconvene at the next meeting to discuss further.

Priorities for Upcoming Activities:

It was suggested to have the development team for the Tri-Valley Commons come to the next meeting to discuss their proposed project for 72 Main Street. It was also suggested to have a meeting with the Medway Business Council to discuss how the two groups could work together. Other items discussed include a review of the zoning bylaw and goals and objectives in the Master Plan.

Clean Sweep – Saturday, April 11, 2015:

Volunteers form groups and tackle some of the main streets in Medway to collect debris after the harsh winter.

Reports:

There were no other reports made.

Approval of Meeting Minutes:

There were no minutes requiring approval at this time.

Minutes:

There were no minutes available to be voted on and approved at this meeting.

Next Meeting:

The next meeting will be determined based on the availability of developer's project team of the Tri-Valley Commons Project.

Adjourn:

On a motion made by Alissa Parlee and seconded by Andy Rodenhiser, the Economic Development Committee voted unanimously to adjourn the meeting.

The meeting was adjourned at 8:40 PM.

Respectfully Submitted,

Stephanie Mercandetti
Director, Community and Economic Development

**Thursday May 7, 2015
Economic Development Committee
76 Oakland Street
Medway, MA 02053**

PRESENT:

Chairman, Paul Yorkis, Vice Chairman, Andy Rodenhiser, Members: Tina Chemini, and Alissa Parlee.

ALSO PRESENT:

Stephanie Mercandetti, Director of Planning and Economic Development
Amy Sutherland, Recording Secretary
Ken Bancewicz, Employee at Cybex,
Keith Peden, resident

There were no public comments

The Director of Planning and Economic Development entered the following into the record:

Boston Region Metropolitan Planning Organization CCT Program:

The Community Transportation Technical Assistant Program provides technical analysis and support to municipal officials about local transportation issues. The purpose of this study was to examine the feasibility of installing traffic signal at the intersection of Route 109 (Milford Street at Trotter Drive). This intersection is the entrance to the 495 Business Park and provides access to the Oak Grove redevelopment area. There was a site visit performed on April 17, 2015. The concerns and issues include traffic congestion during peak hours, especially on the northbound Trotter Drive. There is also inadequate signage, poor sight distance for northbound vehicles. The report provided five different options with the last option costing \$950,000 for the installation of a traffic signal.

Chairman Yorkis prefers option one for widening of the northbound approach to provide one northbound left-turn lane and one northbound right-turn lane. The cost estimate is \$170,000.

Ken Bancewicz is an employee in this park and responded that if there is anything short of signalization it is a waste of money

There is an economic development issue that need to provide employees and customers an easy way to get in and out.

It was recommend that all members review the report and the EDC will take a vote at their next meeting with a recommendation for best option.

2009 Master plan Implementation Action:

The members are in receipt of a document entitled Medway Master Plan 2009 Actions. This has a breakdown of the goals and implementation actions for the Economic Development Committee.

It Master Plan committee has representation of residents undertook the activity of updating to towns vision and there are six elements to this plan. The committee developed the plan which was approved by the town meeting to endorse. It was approved unanimously. This is a ten year plan and this is mid-year.

Economic Development Goal # 1 – Maximize the economic area’s economic development resources.

One of the goals is to continue to work with the Metropolitan Area Planning Council and the Southwest Area Planning to promote Medway as a potential development area. This item is being addressed and Consultant Carlucci does attend the SWAP meetings and reports back to the PEDB. The EDC needs to continue working with the Medway Business Council to keep the Town’s goals and objectives consistent with the needs of local businesses. The EDC should look into becoming active members in the Milford and Franklin Chamber of Commerce to promote Medway and Medway’s businesses. Chairman Yorkis communicated that this is a budgetary item. The Planning and Economic Development Board has the funds to join these groups, but we also need to know what the cost is to attend the workshops or seminars offered. The joining of these groups helps with networking. Stephanie noted that this could also come from her budget.

The 2009 Master plan was compiled by consultants, town boards/committees. PC Associates looked at demographics and helped with action items. The first time this was done, surveys were mailed to the homes for outreach, and there were focus groups.

Chairman Yorkis explained that he had participated in the 2009 implementation plan. There was a wealth of expert knowledge within the town provided by individuals at no cost to the community. With the new administration, there is a goal to do some reorganization of the planning and permitting offices, which has been in desperate need. The administrator is advocating for a better business environment with concrete suggestions. The Planning and Economic Development Committee under the leadership of Andy Rodenhiser has taken a proactive approach instead of reactive. Stephanie Mercandetti is providing leadership to the various boards. Chairman Yorkis communicates that the EDC is not where he hopes it can to be as a committee since the challenges are always changing.

Goal #2- Facilitate smart redevelopment of the Rt. 109 corridor to create Village/Town Center:

This goal is to utilize the previously created “vision” of a pedestrian friendly Town Center, share with town boards and the community to that the vision can be shared and understood by the residents. The goal is to also obtain approvals for this specific zone to be an Economic Target Area as defined by the MA Department of Economic Development so that the parcels can qualify for tax incremental financing and other state developmental programs. The next goal would be to explore alternative means of providing appropriate infrastructure through grants,

district improvement financing, or other programs to enhance this area. This would include facilitating discussion groups with the landowners to stipulate consideration of the develop

Stephanie informed the EDC that the State has a modified program that would make us be eligible for incentive programs. EDC program is under the oversight of business development. The EDC incentive program is a tool and there are tax break for businesses for improvements made. The guidelines of state for retail has changed.

Another goal of the master plan is to create a realistic vision for the Oak Grove area that maximize the best use for the area in a manner consistent with the master plan along with sharing and promoting the vision to various town boards and community so that it can be understood by residents.

Goal #5 – Identify and utilize any “brown field” parcels:

The goal is to review a;; “brown field” sites and their current conditions along with researching and identifying available grants available for “brown field” cleanups. This would also include meeting with property owners of identified “brown fields” to discuss options. The EDC would like the help of Stephanie to assist in securing grants to clean-up and potentially redevelop “brown field” sites including Town dump and DPS Highway Barn.

A question was asked if we could undertake this project for clean-up and solar with Holliston.

Stephanie responded that we own the liability until this area is cleaned up. There may be federal funds to secure the funds to address this issue. Stephanie will contact Karen Sherman from Holliston.

Chairman Yorkis is attending a meeting in Washington and could ask the members of congress about clean-up and funding.

Stephanie will provide an updated list.

Goal #6 Attract New (and retain existing) businesses and increase the industrial/manufacturing base:

The discussion next moved to the entrance signage in the area at the business park. We need To be the advocates to clean up this area. There has been no money dedicated for clean-up.

Ken indicated that some work has been done. There is mulch and it has been cleaned. Hopefully it is on a routine maintenance plan. This sign still needs to be updated.

Member Rodenhiser wanted to know if there is there is leadership in the park for an association.

Tri-Valley Commons:

The Tri-Valley Commons site plan was provided to the EDC members. The committee was made aware that the Tri-Valley developer has met with the PEDB, and DRC. The applicant also attended the Rt.109 committee meeting. GPI has provided the consultant work as it relates to traffic issues. There will be a total of three buildings on site. There are currently two tenants.

Chairman Yorkis commented that from last night's Rt. 109 meeting, there was a concern raised regarding a tractor trailer being able to make a right hand turn without going into the center lane. It appears that the radius will need to be changed. DPS Director, Dave Damico was present and is planning on sending a communication to PEDB. The traffic engineer was there. GPI was present at the meeting. The second item which needs to be addressed is the land behind Advance Auto Center which may be developed. If this will be the case, future planning with traffic needs. The town has one opportunity to get this entrance the first time. The plaza and internal circulation will need to be worked on. The master signage plan will come later.

In relation to the signage, the Zoning Board of Appeals had a hearing for the signage and it was suggested to revise the proposal. The dialogue is happening.

There was a meeting with the property manager at the plaza. They want to see a commitment from the town to improve this area. The new zoning will allow for housing on top of the buildings. This could be a life style center. The parking requirement change will allow for additional sites for this area.

The Town has consulted with The Cecil group to assist with the revising of the DRC standards and guidelines.

The EDC discussed that with the Tri Valley site, the buildings should be adjacent, and the retail building should be to the street. This would encourage pedestrian access and is better aesthetically. There also needs to be pedestrian connection from and to the proposed plaza to Goulds.

On a motion made by Andy Rodenhiser and seconded by Alyssa Parlee, the EDC voted unanimously to support a letter being sent to the PEDB in regards to the placement of buildings for the Tri Valley site.

Director Mercandetti will prepare a communication to the Planning and Economic Development board.

The EDC wants to make sure when the construction begins on Rt. 109, there is minimum disruption to the businesses. It was suggested to have temporary signage with possible displays with special offerings to bring business in. Stephanie discussed that when the construction at Rt. 109 begins, she is planning on construction alerts on the website. There was a suggestion to post on "Friends of Medway. There was some reservation since all the information on the facebook is not accurate.

This will need to be discussed further.

Future Meeting Date: Thursday, June 11, 2015.

ADJOURN

On a motion made by Alyssa Parlee, and seconded by Tina Chemini, the Board voted unanimously to adjourn the meeting.

The meeting was adjourned at 9:00 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary
Approved

**Thursday June 24, 2015
Economic Development Committee
76 Oakland Street
Medway, MA 02053**

PRESENT:

Chairman, Paul Yorkis, Vice Chairman, Andy Rodenhiser, Members: Alissa Parlee, Tina Chemini

ALSO PRESENT:

Stephanie Mercandetti, Director of Planning and Economic Development
Ken Bancewicz
Amy Sutherland, Recording Secretary
Keith Peden, resident

There were no public comments

Boston Region Metropolitan Planning Organization CCT Program:

The Community Transportation Technical Assistant Program provides technical analysis and support to municipal officials about local transportation issues. The purpose of this study was to examine the feasibility of installing a traffic signal at the intersection of Route 109 (Milford Street) at Trotter Drive. This intersection is the entrance to the 495 Business Park and provides access to the Oak Grove redevelopment area. There was a site visit performed on April 17, 2015. The concerns and issues include traffic congestion during peak hours, especially on the northbound Trotter Drive. There is also inadequate signage, poor sight distance for northbound vehicles. The report provided five different options with the last option costing \$950,000 for the installation of a traffic signal.

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There is an economic development issue that needs to provide employees and customers an easy way to get in and out.

It was recommended that all members review the report and the EDC will take a vote at their next meeting with a recommendation for the best option.

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a breakdown of the goals and implementation actions for the Economic Development Committee.

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Chairman Yorkis is attending a meeting in Washington and could ask the members of congress about clean-up and funding.

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Director Mercandetti will prepare a communication to the Planning and Economic Development board.

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This will need to be discussed further.

Future Meeting Date: Thursday, June 11, 2015.

ADJOURN

On a motion made by Alyssa Parlee, and seconded by Tina Chemini, the Board voted unanimously to adjourn the meeting.

The meeting was adjourned at 9:00 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary
Approved

**August 12, 2015
Economic Development Committee
155 Village Street
Medway, MA 02053**

Members	Paul Yorkis	Andy Rodenhiser	Hugh McKinnon	Alyssa Parlee	Tina Chemini	Keith Peden	Eric Arbeene	Scott Habeeb	Ken Bancewicz	Cranston Rogers
Attendance	X	X	X	X				X	X	

ALSO PRESENT:

Stephanie Mercandetti, Director of Planning and Economic Development
Amy Sutherland, Meeting Recording Secretary

The Chairman opened the meeting at 7:15 pm.

Willows Adult Retirement Community Project:

The Board is in receipt of a packet regarding the Willows at Medway Adult Retirement Community. The applicant is proposing to construct an adult retirement community planned unit development (ACRPUD) on a 57 Acre site located on Village Street. This is in the AR11 Zoning District. This is owned by Charlotte Realty LLC of Sharon MA. The property abuts the Charles River. The proposal is to include 56 independent congregate apartment homes, 60 traditional assisted living apartments, and 40 memory impaired assisted living apartments, all in the main building; 15 independent cottage homes attached to the main building; 56 independent cottage homes detached and separate from the main building; a 7950 sq. ft. medical office building; and a 3,522 sq. ft. pavilion/clubhouse building. There will be 1.7 miles of hiking trails, an ice skating pond, and a canoe/kayak launch adjacent to the Charles River. To meet the affordable housing responsibilities, the developer proposes to make a payment to the Medway Affordable Housing Trust in lieu of constructing eight affordable housing units on-site.

The EDC discussed that this type of project is beneficial for the following reasons:

- No impact on the school system.
- There will be over 100 jobs created including the medical staff.
- Increased revenue for town.

This project will be phased and will be completed in 2018. There will be 156 parking spaces. The Committee discussed that there may be an extra burden on the Fire Department since they will be handling most of the calls. It was clarified that an outside EMS service may also be utilized. The town does receive revenue into an ambulance fund. The ambulance service is billable.

The applicant is doing a payment in lieu of affordable housing. This money will possibly be used for the American Legion property for affordable housing. The town is currently at 5.3% for affording housing but the State wants all towns at 10%. The 56 independent congregate

apartments are not counted as affordable housing. The EDC was made aware that the bylaw is silent on assisted living and congregate apartments.

This project will create more jobs for the community which is beneficial. There was a question if there will be any preference to the Medway residents in terms of hiring (ex. Cafeteria workers, janitorial staff, etc.)

The projected tax revenue for this project is between \$800,000 - 900,000 not including money for affordable the affordable payment which is about \$290,000.

The EDC discussed if the Willows is requesting and serviced services from the Medway Council on Aging. It was explained that the project has a set fee schedule for various services within the development. If the Willows residents used the Council on Aging services, it would provide a net gain for that department.

Support of the Willows:

On a motion made by Andy Rodenhiser and seconded by Hugh McKinnon, the Economic Development Committee voted unanimously to support the Willows project and agree that the the property is well suited for this project and reflects the highest and best use of the property.

The Committee was informed that the Planning and Economic Committee was presented with a two page memo from Fire Chief Lynch. The EDC is inquiring about if the Medway Fire Department have the appropriate equipment to handle a fire at that facility with the three story dwelling units. The EDC thought it would be beneficial to get this information from the Fire Department. Stephanie informed the purchasing of a ladder truck is not part of any mitigation measure for the applicant. This type of item would need to be a capital appropriation. The EDC is in agreement that there should be some type of emergency response plan in place for this new project. Stephanie will forward the comments of the EDC to the Fire Chief.

Route 109 Project:

The Committee was made aware that the Rt.. 109 project has reached the 100% design status. This will be going out to bid by September 20, 2015. There was a meeting with businesses and property owners to talk about the next steps. The EDC would like to come up with effective ways to provide the most accurate and up to date communication to the community and business owners about the construction events. There needs to be a strategy to communicate the pre-construction subscribe for updates upon selection of contractor. It was suggested that this information also needs to be communicated to the business counsel to gather ideas about how to communicate the construction schedule and other information to the community.

Ideas to communicate the status of the project for construction and other project information:

- Set up an open house night
- Portable message boards.
- Printed media/signage(Milford newspaper, Country Gazette, Millis media newspaper. Social media outlets.
- Flier in tax bill.

- Weekly show on cable but a public interest story with interviews with business and construction crew and document the history of project.
- Video clips to upload on the cable show.
- Set up a site where updates are provided on website which is updated on a regular basis.

Community Transportation Technical Assistance Program:

The Committee is in receipt of a document dated March 2, 2015 from the Boston Region Metropolitan Planning Organization. This document is the analysis from the Community Transportation Technical Assistance Program relating to the intersection of Route 109 (Milford St.) and Trotter Drive.

The Committee discussed making two motions to support this moving forward.

On a motion made by Andy Rodenhiser and seconded by Ken Bancewicz, the Economic Development Committee voted unanimously to have the DPS address the short term recommendations regarding the signage with the intent to meet the long term goal which is to have a fully actuated traffic signal along with seeking any State funding to get this project completed.

The Chairman asked the EDC if he could explore with Representative Roy, Spika and Fernandes funding opportunities for this project. It would also be beneficial to get the support from the Board of Selectmen. Medway Redevelopment Authority and Planning and Economic

Sign Bylaw:

The sign bylaw will need discussion at another meeting.

Minutes:

On a motion made by Andy Rodenhiser and seconded by Alyssa Parlee, the Economic Development voted unanimously to approve the minutes from May 7, 2015 with the noted revisions. (Ken Bancewicz and Scott Habeed abstained from voting)

Scheduling of Upcoming Meeting:

Stephanie will send out a doodle poll for the purpose of scheduling the next set of meetings from September through November 2015.

Power Plant:

The Economic Development Committee discussed if they wanted to take a stance on the power plant. This is definitely an issue that will effect the community. There will be a visual impact of that proposed facility will have on the entire neighborhood. The application was recently filed with the Energy Facility Board. It also has to have an application filed with the Conservation Commission and Planning and Economic Development. The Economic Development Committee would like to provide recommendations when the application is submitted to the various Boards and Committees. One of the big areas of concerns are the height of the stacks. The proposed are much higher than what is currently there. There was a filing for a public exemption. There will need to be a sound wall constructed. Currently, the town has been

utilizing all their consultants to look at the project with the intent to protect the community and gather information. There is nothing to comment on in regards to the power plant since there is nothing submitted at this point. The EDC would like to provide comments when the application is submitted.

Future Meetings:

The next meeting will be determined.

Adjourn Meeting:

On a motion made by Alyssa Parlee and seconded by Andy Rodenhiser, the Economic Development Committee voted unanimously to adjourn the meeting at 8:45 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary
Approved

**Town of Medway
Economic Development Committee
Monday October 5, 2015
76 Oakland Street
Medway, MA 02053**

PRESENT:

Andy Rodenhiser, Ken Bancewicz, Tina Chemini, Scott Habeeb, Hugh McKinnon, and Alissa Rodenhiser.

NOT PRESENT:

Paul Yorkis, Eric Arbeene, Keith Peden and Chan Rogers

Vice Chairman Rodenhiser called the meeting to order at 7:00p.m.

Sign Bylaw Review task Force:

The Economic Development Committee was made aware that there will be a sign bylaw task force created. This committee will have variety of members which will include Planning and Economic Development, Design Review Committee, and Zoning Board of Appeals. The hope is to also get a representative from the Medway Business Counsel. The goal is to get a good representation from a cross section in town. Dan Hooper would like to also serve on this committee as the resident representative. This task force will have monthly meetings and will look at the current sign bylaw and will make recommendations. The goal is to have a document ready for the fall town meeting 2016.

Sign Bylaw Task Force Appointment:

On a motion made by Hugh McKinnon and seconded by Scott Habeeb, the Economic Development Committee voted to recommend Tina Chemini to the sign bylaw taskforce.

It was explained that this recommendation will be forwarded to the Planning and Economic Development for appointment.

Zoning Articles:

There are currently 13 proposed articles which were submitted to the Board of Selectmen for the town meeting warrant. It has been recommended that the Planning and Economic Development Board reduce the list to those that are the highest priority. The Economic Development Committee discussed the articles and rated them from A to C with "A" being most important priority and C is no immediacy to fix. This information will be forwarded to the Planning and Economic Development Committee.

ARTICLE A:

Article A is to amend Section 2. Definitions by adding a series of new definitions, revising the existing definitions for home based business, and by adding a clarification regarding how

undefined terms in the zoning bylaw will be interpreted.

It was explained that this is an important article to move forward since it is in regards to definitions which need to be included and clarified.

Recommendation: A (There was no formal vote)

ARTICLE B:

Article B is to amend Section 5.5 regarding non-conforming uses. The proposal calls for eliminating the existing language in F. Abandonment or Non-Use and replacing with language as follows, “Any nonconforming use that has been abandoned, or not used for more than two years, shall lose any protected nonconforming status, and shall be subject to all the provisions of this Zoning Bylaw.”

Recommendation: C (There was no formal vote)

ARTICLE C:

A resident requested that the zoning map be amended by adding 7 Kelley Street (Medway Assessor’s Parcel 49-069 to the Multifamily Overlay District.

Member Ken Bancewicz indicated that this was a similar issue with his property and he wanted to know what was the mechanism to include this article. Stephanie Mercandetti communicated that the resident made a request to the Planning and Economic Development Board.

Recommendation: C (There was no formal vote)

ARTICLE D:

This article proposes to amend Section 7.2.1 C. Definitions 2. Types of signs by adding Definitions for feather sign and by adding feather signs to Section 7.2.3 prohibited signs.

The EDC discussed that there will be a sign taskforce working on the sign bylaw and it would be more beneficial to wait and let them look at this to make a determination. The timeline for the sign task force to provide recommendations would be end of July and the goal would be to then have the document ready for the Fall 2016 warrant.

Member Chemini would like to see this as an (A Priority) and she had a feather sign up and was not aware it was not allowed. There needs to be more clarity for the business owners who invest a lot of money into signs.

On a motion made by Tina Chemini and seconded by Ken Bancewicz, the EDC votes unanimously to make this an item A.

Recommendation: A

ARTICLE E:

Article E is to amend Section 7.2.6. A. Sign Permit, 3. Design Review by deleting it in its entirety and replacing it with new text regarding the sign design review process. This would have an applicant fill out an application with the Design Review Committee prior to filing for a sign permit with the building inspector for any freestanding sign and for any other sign with six square feet or more of sign surface area. The DRC would need to meet with the applicant within 15 days of the receipt of application. No later than thirty days from the application date, the DRC shall send its written review letter with recommendations.

All agree that this will improve the process.

On a motion made by Hugh McKinnon and seconded by Alissa Rodenhiser, the EDC votes unanimously to make this an item A.

Recommendation: A

ARTICLE F:

The presented article is to amend Section 7.2 Signs by adding definitions; revising text regarding use of LEDS for internal illumination; revising text on signage for buildings with multiple sign frontages in the non-residential zoning districts; revising the text in tables 4, 6 and 7; deleting and replacing Table 5; adding tables 8-10; and revising the submittal items for a sign permit application.

This is primarily clean up and reinserting tables which were taken out during recodification along with some citation and numbering changes, there was language about internal illumination with LED which was changed but there were some requests to put the prior language back in.

On a motion made by Hugh McKinnon and seconded by Ken Bancewicz, the EDC votes unanimously to make this an item A.

Recommendation: A

ARTICLE G:

Article G is to amend Section 5.4 schedule of uses to add multifamily, retail bakery, wholesale bakery, and poultry and delete aviation field to the table of uses.

This also includes language about poultry on less than 1 acre. Minimum lot size for poultry is 5,000 sq. ft. subject to the Board of Health regulations. This would be allowed in AR-I and AR II. The animal control officer was involved in developing this article. All are in agreement that “aviation” needs to be removed.

On a motion made by Hugh McKinnon and seconded by Ken Bancewicz, the EDC votes 5-0-1 to make this an item C. Alissa Rodenhiser abstained.

Recommendation: C

ARTICLE H:

This article is to amend Section 8.9 Registered Marijuana Dispensary by removing language relative to the cap sizes for cultivation, manufacturing/processing, and combined facility size while keeping the size restriction on the retail component and by adding a definition and language pertaining to host community agreement.

The existing bylaw caps square footage for registered marijuana dispensaries and it is 30,000 cap. The Town has been approached by entity, who is presently in Phase II with the state licensing process and wants to do more than what is allowed. It was noted that the dimensional regulations in the Zoning Bylaw dictates the size of the building that would be allowed on the land and that many of the uses allowed do not have similar restrictions.

The host agreement is important to deal with mitigating such impacts that may be expected with such a development such as security/policing. The interested entity has agreed to waive their rights under agricultural exemption under the State Zoning Act and go through the special permit process.

On a motion made by Ken Bancewicz and seconded by Tina Chemini, the EDC votes unanimously to make this an item A.

Recommendation: A

ARTICLE I:

This article is to amend Section 6.2 General Provisions to clarify dimensional regulations and adding the definition for Building Height to Section 2. The definition for the building height is the vertical distance from grade plane to the average height of the highest roof surface.

This was a recommendation made by the Building Inspector.

On a motion made by Hugh McKinnon and seconded by Ken Bancewicz, the EDC votes unanimously to make this an item C.

Recommendation: C

ARTICLE J:

This article is to add a new Section 4.4 to define zoning district boundaries along public and private ways.

It was explained that when a zoning district boundary line is shown on the Zoning Map as a public or private way, the center line of the way shall be the zoning district boundary line.

On a motion made by Tina Chemini and seconded by Hugh McKinnon the EDC votes unanimously to make this an item C.

Recommendation: C

ARTICLE K:

In regards to the home based business, a table was added along with language. This was recommended by the building inspector. The language was changed to clarify that the owner must reside on the premises. The EDC has questions about the primary residence. For example, a dentist could have the business and then goes to another residence on weekend. If this is rented out, it is not really a residence. A primary residential use is assumed. The EDC would like to see this clarified.

The Committee wants to table this article to get more information.

Recommendation: No Action

ARTICLE L:

This article is to see if the town will amend the bylaw Section 5.6.2 Adaptive Use Overlay District, by revising subsection D. Use Regulations. 2. Uses Allowed by Special Permit by expanding the list of uses. For example, retail sales would include gifts, clothing, accessories, and decorative home furnishings. It would also include individual consumer services including but not limited to opticians, personal fitness, tailor, shoe repair, music lessons, and travel agency. The Committee agrees that this would encourage economic development.

On a motion made by Tina Chemini and seconded by Hugh McKinnon the EDC votes unanimously to make this an item A.

Recommendation: A

ARTICLE M:

This article is to see if the Town of Medway will amend the Zoning Bylaw by authorizing the Planning and Economic Development Coordinator to edit the Medway Zoning Bylaw through Use of bold, italics, underscores, font, font style, font size, spacing and other editing measures to improve the readability of the bylaw without changing the text, numbering, or content.

The Economic Development Committee does not find that this is a critical issue.

On a motion made by Hugh McKinnon and seconded by Scott Habeeb, the EDC votes unanimously to make this an Item C.

Recommendation: C

Stephanie will put together a recommendation letter from the Economic Development Committee and will forward to the Planning and Economic Development Committee.

Inventory:

Stephanie has been creating an inventory of available properties for lease or rent or vacant land.

This will assist when someone calls seeking additional space for a business or other question.

Economic Development Website:

The members were provided with a screen shot of the Economic Development Committee webpage. One of the goals will be to include more hyperlinks. It was suggested to have a link to the zoning maps and also to the building handbook to assist those seeking a permit. There was another suggestion to have a section which could spotlight a business in town. It was recommended to have a trafficking count on the site to see who visits. The EDC would also like to have the contact information changed since Amy is only the recording secretary. They would like to see the description of Stephanie's role broadened on the webpage.

Rt. 109:

The bids for the Rt. 109 project went out to bid in Thursday, September 10, 2015. The bids are due back on Tuesday, December 1, 2015.

Tri Valley:

The Tri Valley project is moving quickly. There are currently two foundations in and the framing will be start.

Minutes August 12, 2015:

On a motion made by Hugh McKinnon and seconded by Ken Bancewicz, the Economic Development Committee voted to accept the minutes from August 12, 2015.

Other Business:

- Tuesday, October 20, 2015 Medway Business Council meeting. The sign up deadline is October 13th for a workshop on How to Protect your Data. The meeting is at Charles River Bank.
- There is a meeting with the proposed Exelon Project on Wednesday, October 21, 2015 at the High School Auditorium.
- The Request for Proposals for a consultant for the Urban Renewal Plan went out to bid.
- The library is updating their downstairs with a project called Maker Space which will include 6 workstations, video transfer stations, editing stations, 3d printer, and area for green screens.

Future Meeting Date:

- **Monday, October 26, 2015.**

ADJOURN

On a motion made by Hugh McKinnon, and seconded by Scott Habeeb, the Board voted unanimously to adjourn the meeting at 8:35.

The meeting was adjourned at 8:35 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary
Transcribed from Tape
Approved October 26, 2015

**Town of Medway
Economic Development Committee
Monday October 26, 2015
76 Oakland Street
Medway, MA 02053**

PRESENT:

Eric Arbeene, Ken Bancewicz, Tina Chemini, Scott Habeeb, Paul Yorkis, and Keith Peden

Director, Community and Economic Development, Stephanie Mercandetti
Recording Secretary, Amy Sutherland,

NOT PRESENT:

Andy Rodenhiser, Alissa Rodenhiser, and Chan Rogers

The Chairman opened the meeting at 7:05 pm and there were no comments from the general public.

Library Makerspace:

The EDC was made aware that the library is preparing the first floor of the library for the makerspace room. There is an article on the warrant for \$55,000 to cover electrical cost. There has been a 3-D printer donated along with audio equipment and DVD converter. There will also be an Arts and Craft area. The library is looking for volunteers to train the residents on how to use equipment. Photographs were shown to the EDC from the Town of Westport who has an industrial looking library makerspace area. It was suggested that the Medway Community Education Coordinator be contacted about offering a class on how to use the equipment. Another recommendation was that business be contacted or informed that this space will be available. Member Yorkis was inquiring about how we could partner regionally with other Chambers of Commerce.

Update and discussion on zoning articles for Fall Town Meeting:

The Economic Development Committee was made aware that the warrant article priority list which was discussed at the last meeting was submitted to the Planning and Economic Development Board. Of the proposed 13 Articles, the Planning and Economic Development Board discussed the suggestions and decided to eliminate five of the articles. Those will be presented to the Board of Selectmen.

Member Yorkis wanted to discuss the section on abandonment on page 9 of the document. He wants to make sure that the business on Lincoln Street which repairs motorcycles and small engines is not effected by this. Mr. Yorkis believes that we need to keep this type of business in town to service the residents of Medway. He wants to make sure this is not preventing economic development to happen in the town.

The members are satisfied with the articles which will be submitted.

495 Metro West Suburban Edge Community Commission:

Stephanie Mercandetti informed the Economic Development Committee that there is going to be a special commission set up known as the 495/MetroWest Suburban Edge Community Commission. There will be nine people appointed by the governor to serve on this commission. The Commission will be tasked with looking at community needs relative to transportation, water, cellular and energy infrastructure, transit services, residential development. Reuse of former industrial facilities and historic mills, brownfield reclamation and downtown redevelopment. There will be five municipalities represented to participate in the pilot program. As part of recent bill enacted, there was language for commission that some of the delegation put in. This is specifically for municipalities with populations of not more than 35,000.

Stephanie Mercandetti is interested in serving on this special commission and will be submitting her credentials to the governor seeking appointment.

Letter of Support:

On a motion made by Keith Peden, and seconded by Scott Habeeb, the Economic Development Committee voted unanimously to have the Chairman send a letter in support for Stephanie Mercandetti for her appointment.

EOHED Economic Development Planning Council:

The Economic Development Committee is in receipt of a release from Baker-Polito Administration about convening of the economic development planning council. This planning council has representatives from banks, innovation, manufacturing, and other industries. A list of the members was also supplied.

Old business:

Member Committee Reports:

Route 109:

The pocket park at Mechanic Street is under construction. There have been over \$2,300 in donations. Those that donated will be recognized. This should be completed by the end of the October 2015.

Medway Redevelopment Authority:

The Medway Redevelopment Authority will be conducting interviews on Wednesday October 28, 2015 for the three different firms who submitted application for the Urban Renewal Plan.

Chairman Yorkis informed all that Stephanie Mercandetti has gone above and beyond in moving this forward.

Inventory of Available Properties for Sale or lease:

The Board is in receipt of the table for the available commercial properties for sale or lease in Medway. This is commercial and industrial properties. Chairman Yorkis will provide Stephanie Mercandetti with further listings. This list will be up updated monthly and added to The town website. One of goals would be to connect this to GIS and the Assessor's database.

Economic Development Activity Update:

The EDC was made aware that there is interest in a cultivation facility at the Medway Industrial Park. There is another entity that is interested in manufacturing in the 495 business park. Stephanie has been in communication with the prospective businesses.

Economic Development Committee webpage:

The updates need to be done, inventory, background, etc. a photograph with fall, spring and winter to make the site attractive and do a series of photos and do a slide show. And if businesses want to promote and spotlight. Use it as a marketing tool.

Minutes:

On a motion made by Ken Bancewicz and seconded by Tina Chemini, the Committee voted unanimously to accept the redline revisions to the minutes from October 5, 2015.

(Member Yorkis and Habeeb abstained)

Correspondence:

The EDC is in receipt of a correspondence entitled "Capital Conversations". This has a series of meeting to discuss the future of our transportation investments. It is sponsored by Massachusetts Department of Transportation and Massachusetts Transportation Authority.

It was suggested that the Committee have a brainstorming session to discuss the vision of what businesses should look like in the Town of Medway. The ideas could become part of a strategic business plan. The committee could implement the use of surveys to seek

Fall Town Meeting:

- Monday, November 16, 2015

Future Meeting Date:

- Tuesday, November 17, 2015

ADJOURN

On a motion made by Tina Chemini, and seconded by Ken Bancewicz, the Board voted unanimously to adjourn the meeting at 8:35.

The meeting was adjourned at 8:35 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary
Approved November 23, 2015

**Town of Medway
Economic Development Committee
Monday November 23, 2015
76 Oakland Street
Medway, MA 02053**

PRESENT:

Paul Yorkis, Eric Arbeene, Ken Bancewicz, Scott Habeeb, Hugh McKinnon and Keith Peden.

ALSO PRESENT:

Stephanie Mercandetti, Director of Planning and Economic Development
Amy Sutherland, Recording Secretary

NOT PRESENT:

Andy Rodenhiser, Alissa Rodenhiser, Tina Chemini and Chan Rogers

The Chairman opened the meeting at 7:12 pm.

Ray Himmel introduced himself and indicated that he was a previous member of the Economic Development Committee and now serves on the Medway Redevelopment Authority. He is still interested in promoting the businesses in Medway. He thought it would be beneficial for the Economic Development Committee to hear about what the company Cidewalk does in regards to promoting small businesses.

Cidewalk:

CEO of Cidewalk, Venkat Kolluri was introduced. He explained that Cidewalk Inc. is located in Southborough, MA. His company is a mobile advertising platform that helps small business owners promote their businesses locally, generate email leads and integrates these leads directly into their constant contact email system. He is visiting with surrounding Economic Development Committee to inform them about his company. This is an application that connects small businesses with tools and services that enable them to work faster and make smarter marketing and business decisions. The business owners will be able to generate email leads via mobile advertisements. The goal of this is to promote local business. The workshops he provides give small business owners tangible results for online marketing campaign. It is affordable and easy. He would like to talk with local business owners to discuss what is working in regards to their access in the web through mobile websites and how they are getting the word out for marketing. Mr. Kolluri has reached out to Lieutenant Governor Karyn Polito and she is supportive of this initiative. His idea is to meet on a monthly basis with the local businesses and aligned with the goal of an EDC with the business community to connect new business ideas and techniques. This could be done on a regional level. The towns of Westboro and Southboro have joined forces.

Ray Himmel responded that this is a great tool to bring to the businesses. It is a way to build a Relationships with businesses. It was suggested to bring in businesses to a meeting to discuss challenges and successes.

Stephanie communicated that we need to always bring resources to businesses and be a conduit of information.

Town of Medway Zoning Map:

The members are in receipt of the Town of Medway Zoning Map dated July 9, 2015. The Committee had a brainstorming session.

Ideas from brainstorming session:

- Welcome “high end” restaurants.
- Create walkability for pedestrians/pocket parks
- Need to have convenient shopping but encourage specialty shops (ex. Shirt shop)
- Reevaluate zoning (density)
- The entrance to Medway should be aesthetically pleasing.
- Have a destination spot in Medway (from the past Milk Farm eggnog/milk, Tri Valley Sports.
- Create diversity of housing.
- Make permitting for businesses easier.

Minutes:

October 26, 2015:

On a motion made by Hugh McKinnon and seconded by Keith Peden, the Economic Development Committee voted unanimously to accept the minutes from October 26, 2015 with noted revisions.

Proposed Meeting Dates for 2016:

The members are in receipt of a hand out with the proposed Economic Development Committee meeting dated for calendar year 2016. The meetings have been scheduled for the 7:00 pm on the second Wednesday of each month.

Future Meeting Date:

- **Wednesday January 13, 2016.**

ADJOURN

On a motion made by Hugh McKinnon, and seconded by Keith Peden, the Board voted unanimously to adjourn the meeting at 8:35.

The meeting was adjourned at 8:35 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary
Approved