

Board Members

Andy Rodenhiser, Chair
Sarah Raposa, A.I.C.P.,
Vice-Chair
Timothy Harris, Clerk
John Parlee, Member
Alexandra Vinton
Member



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TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

Meeting Minutes

Tuesday, May 28, 2024 @ 7:00 p.m.

Medway Town Hall, 155 Village Street, Medway, MA

	Andy Rodenhiser Chairperson	Sarah Raposa Vice Chairperson	Timothy Harris Clerk	John Parlee	Sasha Vinton
Attendance	X	X	X	X	X

Also in attendance:

Barbara J. Saint Andre, Director of Community and Economic Development (zoom)

Jeremy Thompson, Planning and Economic Development Coordinator

The Chair opened the meeting at 7:00 p.m. and announced that the meeting is being recorded by Medway Cable Access.

Reorganization:

Chairperson:

On a motion made by Sarah Raposa, seconded by Tim Harris, the Board voted unanimously to appoint Andy Rodenhiser as Chairperson of the Planning and Economic Development Board.

Vice Chairperson:

On a motion made by Tim Harris, seconded by John Parlee, the Board voted unanimously to appoint Sarah Raposa as Vice Chairperson of the Planning and Economic Development Board.

Clerk:

On a motion made by Sarah Raposa, seconded by John Parlee, the Board voted unanimously to appoint Tim Harris as Clerk of the Planning and Economic Development Board.

The Board was informed that there will need to be a joint appointment with the Select Board for the Associate Member. Jessica Chabot is interested but she will need to submit a letter of interest to the Select Board.

Liaison Appointments:

The Board was presented with the list of current liaison appointments, it needs to make liaison appointments for fiscal year 2024. With Jessica Chabot no longer a member, the Board needs to appoint new liaisons where Ms. Chabot had been appointed.

On a motion made by Tim Harris, seconded by John Parlee, the Board voted unanimously to appoint Sarah Raposa as the ZBA liaison.

On a motion made by Sarah Raposa, seconded by Tim Harris, the Board voted unanimously to appoint Sasha Vinton as the Historical Commission liaison.

On a motion made by Sarah Raposa, seconded by Tim Harris, the Board voted unanimously to reappoint the remainder of the liaison list as presented.

37 Holliston St. Plan Endorsement:

The Board is in receipt of the mylar plan for the 37 Holliston Street definitive subdivision.

On a motion made by Sarah Raposa, seconded by Tim Harris, the Board voted unanimously to endorse the plan for 37 Holliston Street.

20 Broad Street: Request for Extension:

Steven Brody, owner of 20 Broad Street, asked the Board to extend the time for him to finish the work under the approved site plan and special permit. It expires in July of 2025. The Board wanted the owner to explain why the extension is warranted. Mr. Brody would like the project to start as soon as possible. Mr. Brody explained that there were a lot of setbacks due to Covid and with issues with financing the project. There was also a substantial change to market rates along with construction costs. Mr. Brody would like to seek a two-year extension. The Board would like him to come back with a realistic and detailed timeframe.

Hill View Estates Surety Estimate:

On a motion made by Tim Harris, seconded by John Parlee, the Board voted unanimously to approve the surety estimate as presented for Hill View Estates.

MBTA (G.L. c. 40A §3A) Zoning Discussion:

The Board was informed about the next steps with the MBTA zoning. Ms. Saint Andre shared her screen to display the proposed compliance districts and a unit capacity model table. She reiterated that the zoning language and compliance districts will be on the warrant for Town Meeting on November 12, 2024. There will be further discussions about more potential sites to look at for designation, including a 25-acre site to satisfy the EOHLC requirement that at least half of the multi-family zoning district land areas must comprise contiguous lots of land. The Meehan property is just under 25 acres. The Cassidy property was also suggested but access would need to be from Kenney Drive. The Consultant will not be able to update the modeling for a few weeks. The MBTA Communities Law public outreach panel

discussion is scheduled for June 10, 2024, in the School Committee Room. The Consultant contract is up on June 30, 2024.

Zoning Board of Appeals Applications:

The Board is in receipt of two Zoning of Appeals applications which will hold public hearings on June 5, 2024 and in July. The applications were shown on the screen share. The Board did not provide comments on applications.

Ms. Raposa asked for an update on whether a trail easement was recorded and deeded on Copper Drive. Mr. Thompson confirmed that there was a 15 foot trail easement running across Lot 4, and that he followed up with the Open Space Committee.

Construction Reports:

- No updates to report.

Approval of Minutes: May 14, 2024:

On a motion made by Sarah Raposa, seconded by Tim Harris, the Board voted unanimously to approve the minutes from May 14, 2024.

Other Business:

The Board is informed that Ms. Saint Andre will be submitting a One Stop For Growth grant Application for funding a consultant to assist in updating the Design Review Guidelines. She recommended that a letter of support from the Board be provided with the application.

On a motion made by Sarah Raposa, seconded by Tim Harris, the Board voted unanimously to authorize the Chair to sign the One Stop Grant application letter of support.

There was a brief discussion about development and redevelopment in historical districts. Mr. Rodenhiser asked if there was a historic preservation toolkit, like Smart Growth, available as a resource. Ms. Raposa suggested that we take a deeper dive into this matter, and that the National Register of Historic Places wasn't necessarily always contextually specific to New England. Ms. Saint Andre indicated that the Historical Commission is looking into establishing a Local Historic Districts which would place restrictions on exterior work to structures within the district. She reaffirmed that the existing National historic districts are honorary. Mr. Rodenhiser asked if creating historic conservation districts would require less legwork. Ms. Saint Andre responded that the processes were more or less equivalent.

Adjourn:

On a motion made by Sarah Raposa, seconded by Sasha Vinton, the Board voted unanimously to adjourn the meeting at 7:56 p.m.

Respectfully Submitted,

Amy Sutherland, Recording Secretary

Edited by
Barbara J. Saint Andre
Director, Community and Economic Development

List of Documents Reviewed at this Meeting

MBTA Communities Compliance District Modeling Summary
MBTA Communities Potential District #4 – Holliston Street
MBTA Communities Public Forum Informational Sheet