Board Members
Andy Rodenhiser, Chair
Sarah Raposa, A.I.C.P., Vice-Chair
Timothy Harris, Clerk
John Parlee, Member
Janine Clifford, Member

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TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

Minutes
Tuesday, August 11, 2026 @ 7:00 p.m.
Medway Middle School – Presentation Room
45 Holliston Street, Medway, MA

Andy Rodenhiser Chairperson	Sarah Raposa Vice Chairperson	Timothy Harris Clerk	John Parlee	Janine Clifford
X	X	X	X	X

Also present: Jeremy Thompson, Town Planner
Barbara Saint Andre, Director of Community and Economic Development

CALL TO ORDER
The Chairperson Andy Rodenhiser called the meeting to order at 7:00 p.m. and announced that the meeting is being recorded by Medway Cable Access.

CITIZEN COMMENTS. None.

PUBLIC HEARINGS
0R & 12 Waterview Drive – (Continued from July 14, 2026) This is an application for Site Plan Review for Exempt Uses pursuant to G.L. 40A § 3 for property located at 0R & 12 Waterview Drive, Assessor Parcel Nos. 67-061, 67-046, in the Agricultural Residential II (AR II) zoning district.

Mr. Rodenhiser stated that the applicant asked for a continuance to August 25, 2026.

Motion to continue the public hearing to August 25, 2026, at 7:00 p.m. at the Middle School by Sarah Raposa, second Tim Harris. motion carried 5-0.

148A, 148B Holliston Street – (Continued from June 23, 2026) This application is for modification of a previously approved definitive subdivision plan which proposes the construction of a new way and creation of three buildable lots.

The applicant has submitted a request to extend the deadline for the Board to take final action to November 2, 2026.

Motion to grant an extension of the deadline for final action to November 2, 2026 by Sarah Raposa, second by Tim Harris, motion carried 5-0

The applicant has requested to continue the public hearing to September 8th.

Motion to continue the public hearing to September 8, 2026, at 7:00 p.m. at the Middle School by Sarah Raposa, second Tim Harris, motion carried 5-0.

49 Alder Street – This is an application from East Hill Associates LLC for property located at 49 Alder Street, Assessor Parcel No. 63-005, in the West Industrial (WI) zoning district to modify a previously approved site plan involving Major Site Plan review to expand an existing storage yard.

Keith Lawrence and David Faist, the civil engineer for the project, were present. Mr. Faist provided an overview of the project. A site layout was displayed for review. The applicant would like to modify the previously approved site plan to pave the existing gravel yard and add a new gravel outdoor storage area. Mr. Faist explained that the existing compact gravel area has an existing drainage system; this project will result in cleaner runoff. The applicant is also before the Conservation Commission because of the proximity of the riverfront. They are designing a stormwater management system that is in compliance with regulations. Mr. Rodenhiser clarified that stormwater is under the jurisdiction of the Conservation Commission.

Mr. Rodenhiser asked if there were any public comments, and there were none.

Motion to approve the Plan Review Budget Estimate from Tetra Tech in the amount of $5,850.00 by Sarah Raposa, second Janine Clifford, motion carried 5-0.

Based on the Conservation Commission meeting continued to September 3rd, the applicant requested the public hearing be continued to after that date.

Motion to continue the public hearing to September 8, 2026 at 7:00 p.m. at the Middle School by Sarah Raposa, second Tim Harris, motion carried 5-0.

120 Main Street – This is an application from the Town of Medway for property located at 120 Main Street, Assessor Parcel No 39-069, within the Central Business (CB) zoning district for Major Site Plan review, Land Disturbance permit, and special permits. The applicant proposes the construction of a new municipal complex intended to serve the Police Department, Fire Department, and Town Hall staff and operations. The proposal also includes associated parking

areas, access drives, fire apparatus circulation areas, stormwater management facilities, and landscaping, among other site amenities.

Michael Boynton, Town Manager, introduced the design team. Mr. Boynton provided a summary of the origins of the plan and the process to clean up the historical oil leak on the property. Simultaneously, a building study identified the space issues with police, fire, and town hall. In creating the plan, they took into consideration the overall master plan of the town and the creation of a downtown area. In the fall of 2024, after a public outreach campaign, the plan was presented at the fall town meeting to design a new municipal complex.

Mr. Boynton said the town established a 13-member building committee, hired an owner's project manager, and selected an architect. The committee conducted a public outreach session attended by residents and abutters to hear their concerns and requests for the site. These included screening for the abutting neighbors, preventing parking along the adjacent streets, and pedestrian improvements on Pond Street. The committee hired the same traffic consultant as the applicants for the Heritage on Main project to coordinate the traffic study in the area.

Don Walton, principal with Dore & Whittier, architects, provided background and an overview of the project. Mr. Walton said they are creating a town center by developing the municipal complex at that site. The historical appearance of the town is incorporated into the designs.

An overhead view of the site was displayed that shows the site as it exists today. It was noted that the site slopes from south to north by about 20 feet. Mr. Walton discussed the primary drivers for how they determined the entrances and exits to each building. They created berms, trees, and landscaping to obscure the site and to buffer the residences on the north side. They are working with the Conservation Commission on which trees would be saved and eliminated (invasive trees). The Main Street frontage is for the fire department, and a loop road is proposed for town hall employees and police personnel.

John Perry, the civil engineer, and Rachel Guilfoyle, landscape architect, presented a series of slides showing the various aspects of the project. Mr. Perry stated the size of the site is 8.3 acres and the building is multi-level at approximately 41,000 square feet. Mr. Perry provided additional technical aspects of the site.

There will be staff parking on the eastern lot and a secured gate entrance for police parking. All visitors will park off of the Pond Street entrance. Mr. Perry provided a breakdown of the parking spaces with a total of 145 parking spaces on site, which is more than the minimum requirement. There is a waiver request for the number of parking spaces. There will be 7 handicap accessible spots and 16 EV spaces. Mr. Perry discussed the reduction of the impervious area by 2 acres, which adds to the green spaces.

Mr. Perry noted there is one existing stormwater system which handles a small portion of the site. He explained improvements that would be made to the system in order to meet all state and local requirements. The project is technically a redevelopment project. There are multiple water quality treatment devices proposed. There is no gas proposed, and a geothermal system is proposed for the site.

Ms. Guilfoyle discussed the proposed site appearance and the impact of the grade change. They are keeping as many existing trees as possible. The site has a 75' zoning buffer on the north that includes mature existing trees. She discussed buffer plans including existing trees, planting, and creating berms. Ms. Guilfoyle displayed slides which illustrated the potential berms and the scale to create an enjoyable pedestrian experience. Ms. Guilfoyle discussed the planting palette for each area: the gateway, streetscapes, snow storage, plaza building frontage, existing tree transition, naturalized berms, northern berm buffer, and stormwater/bioretention.

Stephan Zates, of Vanasse Associates, who is also working with the Heritage on Main project, presented a conceptual first look at an emergency response system on Route 109. The access points were pointed out, as well as pedestrian improvements. All 3 driveways will be equipped with emitters to stop traffic on Route 109, with hardwire system located in the fire department. The residential driveway for Heritage on Main lines up with the fire station.

Mr. Zates stated traffic counts and vehicle volume were studied on Pond Street. Based on Mass DOT requirements, the traffic signal warrant analysis found that Pond Street does not meet the requirements. Off-site improvements were discussed, including pedestrian crossings, new signage, and a refresh of markings. Rapid flashing beacons for pedestrian crossings similar to what is at Choate Park can be installed at the appropriate crosswalks.

Mr. Harris asked for an explanation of synchronized signals. Mr. Zates stated that when an emergency vehicle is in the line of sight of a traffic signal, the signal will turn green. Mr. Rodenhiser asked about the possibility of adjusting signal times when traffic is heavy.

A rendering of the new facility was displayed. Mr. Boynton stated that this design, encompassing fire, police, and the town hall, saves the town money. A discussion ensued regarding the effectiveness of berms regarding sound and appearance.

Mr. Rodenhiser asked about the timeline, and Mr. Boynton said they are planning to go out to bid in early December and then break ground in spring 2027. There will be a special town meeting on March 1st followed by a special election on March 9th.

Comments from the public:

In response to questions from the public, Mr. Zates indicated that the proposed traffic signal is Mass DOT-compliant; it is overhead in both directions. A rapid beacon will be installed at the pedestrian crossing at Pond Street. The turns to exit out of the fire station and then turn onto Pond St have been considered and reviewed.

Mr. Rodenhiser stated that the fire chief will not approve the trucks can't make the turns. The applicant is testifying that the turning movements will work.

In response to questions, Mr. Boynton stated that the projected budget is just under $6.9 million and whatever is left in the design funding will be applied to other parts of the project. The Town has conducted an appraisal of the 3 existing buildings (police, fire, town hall) with an estimated

value of $5.1 million. One option is to put the buildings out for private sale to help fund the project.

There is a covered canopy for the cruisers, and there will be solar panels for all 3 of the buildings. There will be no irrigation. There is extra space in the garage for impound and seasonal equipment. is intended to be a utility building.

There was a concern that the Pond St intersection, based on the traffic report, is currently rated as an "F." Mr. Zates stated that for the traffic study regarding queues, they used both the project and the proposed Heritage on Main.

Ms. Raposa asked what happens when there is an emergency during peak commuting hours. Mr. Rodenhiser stated there is technology that exists to self-correct queues with traffic lights. Mr. Boynton said the location is critical because it is the center of Medway and it is the best location for peak response.

Motion to approve the Plan Review Budget Estimate from Tetra Tech in the amount of $24,038.00 by Ms. Raposa, second Ms. Clifford, motion carried 5-0.

Motion to continue the public hearing to September 22, 2026 at 7:00 p.m. at the Middle School by Ms. Raposa, second Mr. Harris, motion carried 5-0.

107-119 Main Street, 1 & 3 Elm Street, 0 & 26 Kelley Street – (Continued from June 9, 2026) This is an application from Rte. 85 Realty Corp., for Major Site Plan review and special permits for properties located at 107-119 Main Street, 1 & 3 Elm Street, 0 & 26 Kelley Street, Assessor Parcel Nos. 40-076, 40-075, 40-074, 40-073, 40-072, 40-071, 48-046, 48-047-0001, 48-047, 48-047-002, 48-047-003, 49-032-001, 49-032 within the Central Business District (CB),Villages Multifamily Housing Overlay District (VMHOD), and Agricultural Residential II (ARII) zoning districts. The proposal includes a four-story apartment building with 267 residential units and outdoor amenities; commercial buildings for a bank, restaurant/retail with drive-through lane, redeveloped gas station and convenience store; related parking and other features. Access will be from curb cuts on Main Street. No development is proposed for 0 and 26 Kelley Street. The following special permits are requested: mixed-use development, redevelopment of an existing fuel station with a convenience store, off-street parking placement, installation of a drive-through facility, reduction in affordable housing unit percentage; outdoor amenity space approvals.

Jeffery Dirk, Managing Partner of Vanasse & Associates introduced himself and is the transportation consultant for this project.

Mr. Dirk discussed the transportation impact assessment summary. He emphasized the importance of moving traffic safely as well as the safety of pedestrians and bicyclists using the corridor as well. He stated they had the benefit of a peer review and tested their analysis and assumptions. Mr. Dirk stated the study was prepared in consultation with the town and MassDOT, and in accordance with MassDOT guidelines and accepted standards. Mr. Dirk stated that when looking at results before and after the project, they found there were no significant impacts on traffic. The results showed that delays did not go up by more than 16 seconds, and car

stacking did increase by more than 4 vehicles. The site has 5 driveways, with one signaled driveway.

In reviewing motor vehicle safety, Main/Milford/Franklin and Main/Holliston intersections had disproportionately more serious accidents.

The peer review has taken no exception to any of the results and what was done with the study. Mr. Dirk displayed a slide showing the site, the studied intersections marked in orange, and the 5 driveways. Additionally, the existing sidewalks, crosswalks, and bike lanes were all part of the study. Mr. Dirk stated the project is taking into consideration how to incorporate alternate modes of transportation.

He discussed the traffic characteristics, both commercial and residential. The commercial aspect will encompass a bank, convenience store, and restaurant. Mr. Dirk displayed traffic counts taking into consideration existing infrastructure. The slide demonstrated traffic that exists, and the project adds new turning options.

Mr. Harris asked if the trips were adjusted for alternative routes. Mr. Dirk stated the numbers are gross numbers and demonstrate worst-case numbers. They are purely auto-centric and no deduction for existing uses.

Ms. Clifford asked if the area would generate more traffic if it was purely residential or purely commercial. Mr. Dirk stated the commercial would generate more traffic. The mixed-use would generate less traffic.

Mr. Dirk then discussed the trip dispersal and residential component. Fifty-five percent of the traffic heads towards Milford, with the remaining towards Holliston Street. They used US Census data and determined residents and their traffic patterns with the alternative options. Peak commute time is built in, and data from Waze is incorporated. The commercial trips traffic dispersal was displayed as well and is comparable to residential. Mr. Dirk stated they estimated the traffic, disbursed the traffic, looked at the impacts of the project, and developed recommendations. There are areas that are operating over capacity; Pond Street is an example. Mr. Dirk then discussed how the signalized intersections are dispersing traffic. Mr. Dirk stated they are looking at retiming the traffic signals. The volume-to-capacity ratio: if it is operating at its design capacity, there is additional capacity that could be accommodated by adding a few seconds of green time. Mr. Rodenhiser asked about a dynamic system; a system measuring inflows and outflows. A dynamic operation would meet demand where it is needed without adding new traffic signals. The system would operate with sensors and could have impacts throughout the traffic, including side streets.

Mr. Dirk discussed recommendations and noted the sight lines are excellent. They will note the sight triangle to make sure there are no blind spots. They also consolidated the driveways, which reduced conflict points, and coordinated the sign and pavement marking plan. Additionally, they will coordinate with the fire station and look for proper locations for crosswalks. Mr. Dirk then discussed the safety recommendations and intention to coordinate with the town for a road safety audit.

Ms. Raposa asked if they could coordinate with GATRA, and Mr. Dirk said they have coordinated with them before and will reach out to work on a bus stop. Mr. Dirk stated their next steps will be to respond to the peer review letter, update the traffic study, look at an additional intersection, respond to the comments, and retiming of traffic signals.

Patrick Bradley with Chappell Engineering, the town consultants for traffic review, gave a short presentation. They have submitted a peer review letter. They will evaluate and review the traffic study and make sure it meets MassDOT guidelines. Their main concern was the crash data and timing changes. Additionally, among other requests, they would like an analysis on the Winthrop Street intersection.

Mr. Parlee asked about criteria for warrants. Mr. Dirk said MassDOT sets criteria and the project follows MassDOT standards. The Commonwealth prefers that signal Warrant 1 requirements are met on a state highway in order to get a light installed. Warrant 1 is the most difficult to meet. The study would have to show a certain number of vehicles for continuous hours of the day, at least 100 vehicles. Pond Street does not meet Warrant 1, but it may meet other warrants. There may be a safety reason to get a signal under another warrant.

Mr. Parlee asked if there is criteria for signal timing. Mr. Dirk said signal timing should be done every year, but there usually is not a budget for that. Dynamic operation is usually a cost-benefit analysis.

Mr. Harris asked if the previous study and this study incorporated both projects being complete and fully occupied. Mr. Dirk said the initial study did include the safety complex, but now that they are more involved with that project, the updated study is much more accurate.

Mr. Harris asked about the growth factor. Mr. Dirk said it is 1% per year and compounded annually, 7 years into the future. They will add traffic from any projects in the area on top of that growth. The Commonwealth sets the horizon at 7 years - 2 years for permitting and construction and then 5 years for improvements.

Public questions:

In answer to a question from the public, Mr. Dirk explained that the new trips would be 3,140 on a weekday. He stated that Route 109 is a state route but not under MassDOT.

Ms. Rehrauher asked about mitigation efforts for impacts on local neighborhoods and suggested signage to limit it to local traffic.

A discussion ensued about signage and mitigation efforts to minimize impacts on local neighborhoods. Ms. Clifford is not convinced there will be increased traffic on those roads. Mr. Rodenhiser said the project is not a public destination; the inhabitants of Heritage will be residents.

In response to questions from the public, Mr. Dirk explained that, with respect to Pond Street, the volume increases refer to specific points on the roadway and what the net increase in traffic the project represents over the no-build condition range. If volumes are measured Monday through Friday, the volume of traffic will fluctuate by 10%. Each day is different. With respect to pedestrian crossings, Mr. Rodenhiser noted that flashing beacons are proposed.

Charlie Meyers, Curtis Lane asked about the Holliston St intersection and the additional queuing and high percentage of left-hand turns. During the school morning hours, traffic backs up past the golf course. Mr. Meyer stated the Coffee and Holliston intersection will also increase in traffic. He asked for a review to see if there are any solutions they can offer.

Stephanie Morton, 4 Merrill St, would like consideration for the cut-through in the neighborhood near Coffee and Lovering. The backup that happens around Shaw's is significant. Ms. Morton expressed concern about the safety and increase in traffic.

Ms. Raposa requested a consensus on the possibility of the impact analysis. Would like to show that the development will be positive to the town. More information as to why the applicant should be granted the waiver of some affordable units. Ms. Clifford asked how many affordable units are proposed and the rental price of the units. The applicant has not done the calculation yet.

Ms. Saint Andre outlined the formula to set the affordable rent rate, which is set by HUD. The applicant stated they will be happy to provide the information. A discussion ensued regarding the units and affordable rent units. The applicant's attorney provided a brief synopsis of the affordable units and the difficulties that go along with that.

The applicant then shared the new designs with the board and noted the redesign of the entire project. The Design Review Committee's comments were very favorable on the redesign, and there has been positive discussion. The applicant summarized concerns from the public, showed the previous design, and then provided an overview of the new designs, outlining the differences. The applicant altered the appearance for a New England village style. Corner entries were redesigned, walkability was improved, and the projecting balconies were replaced with Juliet balconies. The retail buildings are also rendered in the New England style. They have incorporated an ice cream pick-up window and gathering area. There is also a proposed area that could be used for a farmers market and pocket parks. The power lines were added to the renderings as requested.

Mr. Rodenhiser stated the applicant will need to speak with the fire department about access requirements.

The board expressed positive feedback and thanked the applicant for listening to the community concerns. Ms. Clifford asked if there was going to be any public space within the apartment buildings for neighbor engagement. The applicant said adding commercial space to the residential buildings completely changes the zoning requirements and adds a liability component.

A slide was displayed showing Heritage on Main in conjunction with the new proposed municipal complex. There is a potential for a trail but needs to be worked out with the Conservation Commission.

Public comments

Carol Johnston, 41 Maple Street, asked about setback requirements from Rt 109 and whether the project should be pushed back. Mr. Rodenhiser said the issue is the wetlands, which makes pushing the buildings back from Route 109 not possible. Mr. Rodenhiser asked if the project complies with setbacks, and Ms. Saint Andre confirmed that the complex complies.

Meg Rehrauer, 19 Guernsey Street: Ms. Rehrauer stated that the central business district is meant to conform with the Medway master plan and would like that kept in mind; requested an increase in the commercial use.

Paul Atkins, 7 Malloy Street, asked about the potential trail and access points. Answer: The trail is still under consideration and not approved yet.

Motion to continue the public hearing to September 8, 2026 at 7:00 p.m. at the Middle School presentation room by Ms. Raposa, second Mr. Harris, motion carried 5-0.

OTHER BUSINESS
Vote to approve Committee Appointment for Open Space Committee – Andrea Guenther

Motion to appoint Andrea Guenther to a two-year term of the Open Space Committee, by Ms. Raposa, second Mr. Parlee, motion carried 5-0.

Boundary Lane – Certificate of Completion -No action required.

Preview of Potential Fall Town Meeting warrant articles and Town Meeting calendar

Ms. Saint Andre spoke to housekeeping items, trail signs, and zoning amendments.

Motion to approve the PEDB public hearing date for the fall town meeting for October 13, 2026 by Ms. Raposa, second Mr. Harris, motion carried 5-0.

Construction Reports. None

Review and approval of minutes from July 14, 2026.

Minutes will be approved at next meeting.

ADJOURN

Motion to adjourn by Ms. Raposa, second Mr. Harris, motion carried 5-0. Meeting adjourned at 10:34 p.m.

Respectfully Submitted,

Susan Douglass
Recording Secretary

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

List of Documents Reviewed:
49 Alder Street Site Plan
120 Main Street Slide presentation
Heritage on Main – Slide presentation re: Traffic