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
Tuesday, September 22, 2026

MINUTES

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

Also present: Barbara Saint Andre, Director of Community and Economic Development

CALL TO ORDER

The Chairperson Andy Rodenhiser called the meeting to order at 7:04 p.m. and announced that the meeting is being recorded by Medway Cable Access.

CITIZEN COMMENTS. None

PUBLIC HEARINGS:
READ: 7:00 p.m. 7:00 p.m. **21 Broad Street** – (Continued from August 25, 2026) This is an application from Daniel Lynn for property located at **21 Broad Street,** Assessor Parcel No 60-208 in the Village Commercial (VC) zoning district, for the issuance of a special permit for General Contracting Services.

Mr. Rodenhiser stated that the applicant has requested that the hearing be continued to October 27th.

Motion to continue the public hearing to October 27, 2026 at 7:00 p.m. at the Middle School Presentation Room by Ms. Raposa, second by Mr. Harris. No further discussion to come before the Board. Mr. Rodenhiser asked for a vote. All members of the Board voted in favor, motion carried.

120 Main Street – (Continued from August 11, 2026) 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.

John Perry of Langan Engineering presented on behalf of the applicant, along with Donald Walter and Chip Heikamp. Scott Thornton of Vanasse was present to address traffic issues. A representative from Consigli Construction, Cory Wilde, was present as well. Mr. Perry updated the application materials, including traffic review, based on peer review comments from Tetra Tech. Mr. Perry displayed the site plan and noted that the fire station is closest to Main Street with two access points. There is a loop road of the complex from Main Street to Pond Street. Mr. Perry also pointed out the locations of the police parking and public parking.

Mr. Perry explained the refinements to the landscape scheme which included adding more trees. He noted that cost estimate is still in progress but will not impact the scheme and intent.

The applicant discussed the fire truck turning analysis and the impact on traffic to address concerns from residents. Mr. Perry noted the right turn from Main onto Pond is a little tight but does work. Additionally, he highlighted how the firetrucks would enter and exit the fire station from Main. The apron at the rear of the fire station was designed so they could exit from the western-most bay.

Mr. Perry then discussed the design of the stormwater management system in response to the peer review letter. The facility will have two filtration systems. Mr. Perry highlighted the fact that the project converts 80,000 square feet of existing impervious area to green space. They are preserving the existing mature trees. The stormwater treatment is close to vegetated swales assisting in promoting a native, drought tolerant landscape.

Mr. Perry noted that the energy and sustainability measures for the buildings will be on-site utilizing a ground-source heat pump. Additionally, there are 200 solar arrays.

Mr. Cory Wilde, Senior Project Manager from Consigli Constructions spoke to the logistics of the construction vehicles. He stated the trucking route would be Rt. 495 to Rt. 109. Mr. Wilde does not anticipate more than two or three trucks at a time and the front gate entrance will be set back. They will establish a temporary driveway that will be a pass-through on the site. Trucks will continue on the loop and exit on to Pond Street to return to Rt. 109. The trucking routes will be dictated to all subcontractors.

The Pond Street entrance will be the contractor and subcontracting parking entrance and that area will hold the construction trailers. Mr. Wilde stated that police, fire and town are on board with the traffic pattern.

Mr. Harris asked about the work hours and stated that typical hours are 7-3:30. Mr. Wilde suggested black out times to avoid school bus traffic and high commuter traffic as well as a construction and delivery start time of no earlier than 7:00 a.m.

Mr. Harris then asked for more detail regarding the traffic flow. Mr. Wilde stated that the concrete truck route is still under discussion. Concrete will most likely be delivered from Millis and travel up Rt. 109. Steel deliveries will be two - three steel trucks per day. He remarked that the soil export could be a significant amount of trucking.

Mr. Harris asked about a wheel wash and Mr. Wilde stated there would be a wheel wash on Pond Street. Mr. Wilde and Mr. Harris then discussed contractor parking and Mr. Wilde stated he needs to double check exact locations due to the changes in the drainage system. The Board inquired about peak manpower in relation to the parking. Mr. Wilde stated the average could be 70 – 120 per day.

Ms. Raposa asked if the Board would need to include the construction management plan and conditions in the Planning Board vote when it occurs. Ms. Saint Andre replied yes, the construction conditions would be included. It was noted if the project wants to start early on particular days or work on holidays, that will require permission from the building commissioner.

Pond Street will have a flashing signal, pedestrian sign at the exit of the site so people can be more aware of trucks exiting as well as flaggers. Mr. Wilde stated that on occasion a police detail may be necessary but not anticipated.

The applicant presented an emergency signal function which would be one signal system that would operate at three curb cuts. Each driveway would be controlled by the signal and can be activated by line of sight or a push button system inside the fire station. Some of the existing signals on Main Street were replaced in 2020-21. The only existing signals that were designed to be coordinated were the Medway Place and Holliston Street intersections. Signal coordination could be implemented in places that do not have a lot of corners or driveways. The applicant discussed dynamic max timing detection and adaptive signal timing.

Mr. Rodenhiser asked which system they were recommending. The applicant stated they haven't identified which is most appropriate. They want to work with the fire department.

The applicant then discussed the Glanced Pre-Emption System could replace line of site. This product works with GPS, radios, ignitions, and turn signals of the emergency/authorized vehicles *only*, and works to anticipate the direction of the vehicle. This option would require updated emergency preemption hardware at all signal systems. The applicant stated this feature would be an add-on.

The applicant discussed the peer review comments regarding traffic and stated thirteen did not require a response. The rest were related to updates to the site plan, crash data, or the fire truck turning templates. One comment related to the signal plan and inquired as to what would happen

if the Heritage project did not move forward. In that case, the applicant stated that a couple of signal heads on the Heritage complex property would be removed.

The town of Medway traffic consultant, Tetra Tech, attended via zoom. Ms. Clifford asked about authorizing vehicles to operate the system. Does this include state police or other towns coming to help. The applicant said it depends on whether the system is standardized and how it is set up.

Ms. Raposa said it was suggested that the two project engineers of the Heritage on Main have a meeting with the applicant, as well as the peer reviewers. Mr. Rodenhiser observed that all the engineers should meet to discuss the best way to move forward so the public gets what they expect.

Ms. Raposa said there are concerns about the queuing that is already happening what would be compounded by an emergency. The Board's main concern is that upgrades to the traffic signal system improve traffic flow in the town.

Mr. Harris asked when they would be available to discuss pros and cons of the best design. The applicant stated that they typically don't have those discussions until the project is approved. They will try and meet with Tetra Tech traffic consultant before the next meeting. The traffic count study was not updated. Mr. Harris asked why they hadn't updated the traffic count and the applicant stated they would not do an updated count unless requested. They performed actual counts with counters on the road; a full study was done. Ms. Raposa said the Board will need hard data in order to make their decisions.

Ms. Saint Andre asked if the windows will be able to open in the town hall. The applicant stated that no windows will have the ability to open. He stated that open windows will impact the heating and cooling systems.

No comments from the public. The Board moved on to discuss the waiver applications.

Zoning Bylaw
Section 10.2.D.2.A to allow more parking spaces than the number required by the Zoning Bylaw

Ms. Saint Andre asked if the applicant can demonstrate the additional parking is needed? Yes, for additional town meetings and police parking. The Board had a short discussion regarding the requested waiver for parking.

Motion to find that the applicant has demonstrated sufficiently that additional parking is needed, and to grant the waiver of Section 10.2.D.2.A of the Zoning Bylaw by Ms. Raposa, second by Mr. Harris. No further discussion to come before the Board. Mr. Rodenhiser asked for a vote. All members of the Board voted in favor, motion carried.

Ms. Saint Andre said she reviewed comments from Tetra Tech, and, in addition to the two site plan rules and regulations for which waivers were requested, she identified three more that are minor. These are identified below:

Site Plan Rules and Regulations
Section 204-4.B: To allow a plan scale ranging from 1" = 40' to 1"=10".
Section 204-5.B.1: To allow site locus map on cover sheet instead of site context sheet.
Section 204-5.D.3: To allow grading and drainage sheet to show one-foot contours instead of two foot contours.

These are the Site Plan Rules and Regulations waivers requested by the applicant:
Section 207-11.A.14: To allow the slope of a paved driveway to exceed 2% within the first 25 feet measured perpendicular to the front property line
Section 207-12.G.3a: To allow parking spaces within 20 feet of building entrances and pedestrian ways

Finding:
The Board may in its discretion grant waivers from strict compliance with these *Rules and Regulations* if it determines that:

1) the *Rule or Regulation* requested to be waived does not apply to the particular site or situation under review; or
2) that a waiver would permit a superior design; or
3) that a waiver would allow construction which will have no significant detriment to the achievement of any of the purposes of Site Plan Review and Approval as set forth herein; or
4) that a waiver is in the best interests of the Town; or
5) that a waiver is consistent with the purpose and intent of the *Zoning Bylaw* and these *Rules and Regulations…*

Motion to grant the waivers of Site Plan Regulations as set forth as being consistent with the purpose and intent of the Site Plan Rules and Regulations which will have no significant detriment to the achievement of any of the purposes of Site Plan Review and Approval, by Ms. Raposa, second by Mr. Harris. No further discussion to come before the Board. Mr. Rodenhiser asked for a vote. All members of the Board voted in favor, motion carried.

Special Permit Application

Section 10.2.D.2.c: As an exception to Section 7.1.1.G., all off-street parking shall be located behind or beside buildings located in the Pedestrian Frontage Zone and within sixty feet of the Main Street right-of-way line. Vehicular parking between the front building line and the street right-of-way line is permitted only if the Planning and Economic Development Board grants a special permit and the applicant can demonstrate that no other reasonable alternative exists.

The site plan was displayed again. The five parking spaces to the right of the fire department building, which are for people who show up to conduct business and a handicap accessible spot, are the spaces they are seeking a waiver for. Mr. Rodenhiser asked if there were any comments.

Ms. Raposa stated that due to the nature of the site plan, she agreed with location of the parking spaces on the site plan.

Steve Bouley from Tetra Tech received responses to the peer review from the applicant yesterday. There are no major issues with the site plan. They were concerned about the amount of material export from the site and asked if there were any alternative plans to limit material export.

The applicant responded that multiple grading schemes were considered. The building was redesigned to include different grades, and they had to raise the rear of the site by four feet. They will need to meet grade on Main Street and Pond Street. They are concerned about the steepness of the fire apron which drove a lot of the decision. The applicant added berms to keep soil on site.

Ms. Raposa asked about the crosswalk proposed by Heritage on Main. The applicant stated that the Heritage project had committed to a pedestrian crossing, and there is a separate recommendation for RFB at the Pond Street crosswalks for the municipal complex. They can co-exist and there is no conflict.

Motion to continue the public hearing to October 27, 2026 at 7:00 p.m. at the Middle School Presentation Room by Ms. Raposa, second by Mr. Harris. No further discussion to come before the Board. Mr. Rodenhiser asked for a vote. All members of the Board voted in favor, motion carried.

OTHER BUSINESS

Tetra Tech plan review estimate for 45 Holliston Street

Ms. Saint Andre said the Town will be doing some storm water improvements for the Middle School and has filed for site plan approval. We have received a peer review estimate from Tetra Tech.

Motion to approve Tetra Tech's plan review estimate for Town of Medway's application for 45 Holliston Street in the amount of $6,682.00 by Ms. Raposa, second by Ms. Clifford. No further discussion to come before the Board. Mr. Rodenhiser asked for a vote. All members of the Board voted in favor, motion carried.

Review and approval of minutes from August 25, 2026 and September 8, 2026

Motion to approve the minutes of August 25, 2026 and September 8, 2026 as presented by Ms. Raposa, second by Mr. Harris. No further discussion to come before the Board. Mr. Rodenhiser asked for a vote. All members of the Board voted in favor, motion carried.

ADJOURN.

Motion to adjourn by Ms. Raposa, second by Mr. Harris. Mr. Rodenhiser asked for a vote, all members of the Board voted in favor. Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Susan Douglas-Precobb

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

Documents reviewed at this meeting
Municipal complex site plans