



TOWN OF MEDFIELD

Office of the

PLANNING BOARD

TOWN HOUSE, 459 MAIN STREET
MEDFIELD, MASSACHUSETTS 02052-2009

MEETING OF:
January 12, 2026
MINUTES

Planning Board Members Present: Teresa James, Chair; 8 Corinne Schieffer, Member; Doug Larence, Member

Member Planning Board Members Absent: Paul McKechnie, Member; Sean Tiernan, Associate Member; Seth Meehan, Member

Staff Present: Maria De La Fuente, Director of Land Use

Location: Zoom

Ms. James opened the Planning Board's meeting of January 12, 2026 at 7:32 PM, conducted roll call, and reviewed the agenda.

Roll call:

- Ms. James – Present
- Mr. Larence – Present
- Ms. Schieffer – Present

Continuance of Chase Bank Hearing

Ms. James stated that the meeting would be a short one, as the Board had been asked by R.K. Medfield, the applicant for a previously scheduled site plan approval hearing for the project known as Chase Bank at Shaw's Plaza, to continue the hearing. She explained that the applicant had requested a continuance of the hearing to February 2 at 7:30 PM.

Ms. James asked Ms. De La Fuente whether there were any concerns regarding the availability of the Board's peer reviewers for that proposed date and time. Ms. De La Fuente responded that there were no concerns and stated that the date worked for both peer reviewers, including traffic and site plan reviewers, as well as for the applicant's peer review team.

Motion: Mr. Larence made a motion to continue the site plan approval hearing for the Chase Bank project at Shaw's Plaza to February 2 at 7:30 PM via Zoom.

Second: Ms. Schieffer seconded the motion.

Roll Call Vote:

- Mr. Larence: Yes
- Ms. Schieffer: Yes
- Ms. James: Yes

Administrative Items

Ms. James stated that the Board would regather for its next regular Planning Board meeting the following Tuesday evening, after the holiday. She asked Ms. De La Fuente to remind the Board of the upcoming agenda.

Ms. De La Fuente stated that the Board would be holding its final meeting with consultant Ted Brovitz to review the Mixed-Use Overlay District bylaw. Ms. James acknowledged this and referred to it as the MUOD discussion. Ms. De La Fuente added that she had circulated Version 6.0 of the Mixed-Use District materials earlier that day following conversations with Town Counsel. She stated that she was currently reviewing the 75-page design guidelines document and would circulate it to the Board the following day.

Ms. James stated that the upcoming discussion would be productive. She then asked whether there was any additional business to report from standing committees, including the Affordable Housing Trust, Historical Commission, School Building Committee, or Wayfinding Committee.

Liaison Reports

- **School Building Committee:** Ms. James stated that the School Building Committee meeting the previous week. She explained that the Committee had focused on the qualifications it would be seeking for the Owner's Project Manager (OPM) and had also determined membership for the OPM selection committee. She stated that the Committee was working to move forward as quickly as possible in order to meet the next Massachusetts School Building Authority (MSBA) timeline and keep the project moving.

Ms. James noted that the current School Building Committee chairs, Bill Werner and Carolyn Casey, had also held a productive discussion with Parks and Recreation representatives. She explained that there had been community feedback regarding the role of Parks and Recreation and clarified that Parks and Recreation was not under the purview of the School Building Committee. However, she stated that discussions had focused on community needs and facility planning.

Ms. James reported that Lauren Beitelspacher and several Parks and Recreation Board members had conveyed that, in the short term, Parks and Recreation would still like to proceed with a building at Hinkley for programming and summer activities. She added that Parks and Recreation also intended to continue pursuing longer-term planning, including the use of funds already allocated for a feasibility study.

Ms. James stated that an important upcoming item was a community survey from Parks and Recreation that would be released in the coming weeks. She emphasized the importance of Board members sharing the survey within their networks to ensure broad, intergenerational participation. Ms. James clarified that the survey would focus on community needs for a Parks and Recreation building and facility.

Ms. James added that Ms. Biedelsbacher had presented on this topic to the Select Board earlier in January and stated that the presentation was likely helpful.

Ms. James asked whether there was any other business to discuss. Hearing none, she stated that the Board could entertain a motion to adjourn the meeting.

Adjournment

Motion: Mr. Schieffer moved to adjourn.

Second: Mr. Larence seconded.

Roll Call Vote:

- Mr. Larence: Yes
- Ms. Schieffer: Yes
- Ms. James: Yes

The meeting was adjourned at 7:36 pm.

Respectfully submitted,

Maria De La Fuente, Director of Land Use