

APPROVED – October 15, 2018



Town of Medway
DESIGN REVIEW COMMITTEE
155 Village Street, Medway MA 02053
(508) 533-3291

Matthew Buckley, Chair
Rachel Walsh, Vice-Chair
Tom Gay, Member
Jessica Chabot, Member
Dan Connolly, Member
Seth Kendall, Member

DRC Meeting Minutes: October 01, 2018

Medway Public Library – 26 High Street

Call to Order: – With a quorum present, this meeting was called to order by Chair Mr. Buckley at 7:04 p.m.

Attendees:

	07/30/2018	08/20/2018	10/01/2018	
Matthew Buckley	X	X	X	
Rich Di Iulio	-	-	-	
Jessica Chabot	X	X	X	
Tom Gay	X	X	X	
Rachel Walsh	X	X	ABSENT WITH NOTICE	
Dan Connolly	ABSENT WITH NOTICE	ABSENT WITH NOTICE	X	
Seth Kendall	X	X	X	

Also Present:

- Susy Affleck-Childs, Planning and Economic Development Coordinator
- Rachel Wolff Lander
- Cheryl Slowik

Meeting Minutes:

09/10/2018: DRC members reviewed the draft minutes and made a few edits/corrections.

A motion was made by Ms. Chabot, seconded by Mr. Buckley to approve the minutes of the 09/10/18 DRC meeting as amended. Mr. Gay abstained as he was not present at this meeting. All were in favor.

Other Business

Discussion on design templates for Community Message Board Sign

- A draft template for community message board sign(s) created by Mr. Kendall was discussed by the members. A few different options (font size, style, graphic images/ resolutions, background color) were reviewed. **See Attached.**
- Templates will be finalized for the fall town meeting (November 19th, 2018) to explain the project to the town audience. Members agreed that the presentation should not be more than 8 slides.
- Idea is to create templates for all types of community events and 3D graphics will be used.
- Draft list of events/activities to include on the message board signs was discussed. **See Attached.** Few more such as Water Ban, Road Closures, and Snow Emergency will be added to the list.
- The price quote for the sign was reviewed. **See Attached.** This item is on the agenda for the Capital Improvement Planning Committee meeting tomorrow (10/01/2018)
- There was brief discussion on preventing potential hacking of the sign since they are Wi-Fi enabled.
- Mr. Buckley will contact Town Administrator Michael Boynton to discuss showing slides at the Town Meeting.

Discussion on Discussion of FY19 DRC Priorities and Projects

- Ms. Chabot provided an update on the “Banners on the new Main Street, street lights” item. She provided some pictures of banners to the Committee. These picture were taken in Barrington, RI.
- Members asked if the Barrington banner styles are different for different districts and the response was yes.
- Ms. Affleck-Childs suggested that BOS could establish a task force to come up with the banner program for the town and DRC could be part of the task force. Mr. Buckley will discuss with the Town Administrator. The other option would be to have the banners designed and approved by the DRC.

Reports from DRC liaisons with other Town Boards / Committees

- Ms. Chabot provided an update on the last Oak Grove Zoning Task Force meeting. Concept plans were reviewed by the Task Force. Zoning Maps with three distinct sub-zones within Oak Grove area were identified. The three sub-zones are:
 1. Oak Grove Village which will include commercial and residential components.
 2. Oak Grove Business District that's industry/office based.
 3. Oak Grove Residential zone which will be strictly residential units.

- Parking requirements were discussed at the meeting.
- Open spaces with proposed community spaces were discussed at the meeting.
- Office hours were held and two people attended.
- Next Task Force meeting is on October 22nd. It's a neighborhood/public forum type of meeting. Ms. Affleck-Childs encouraged DRC members to attend the meeting.

Identification of possible sign violations to report to Building Commissioner-

- Mr. Kendall brought up the sign violation by New England Cabinetry. The temporary sign has been up a very long time. Ms. Affleck-Child will speak with Mr. Mee about the violation.
- Mr. Buckley talked about the LED lights that were recently installed on the light poles. He said they are bright and that he is not sure if they turn off at night. He said the Town should adhere to the DRC's initiative. Ms. Affleck-Child reported that she spoke with Mr. Mee about the issue and was informed that he will have the electrical inspectors will take a look.
- Ms. Affleck-Childs informed the Committee of Andy Rodenhiser's idea to have the Town have a code enforcement person within the building department to help with zoning enforcement.
- O' Reilly Auto Parts has multiple signs in the store window which is a violation.

Other Business as may come before the Committee

- Ms. Affleck-Childs has asked Building Commissioner, Jack Mee to attend the November DRC meeting.
- There will be a presentation by the developers at the next DRC meeting on 22-23 Evergreen property for a 12 unit multifamily development. Applicant will be appearing before DRC for a presentation at the next meeting.
- 274 Main Street - An existing health club will be converted into an indoor training soccer facility. The proposed project will be done by the owners of the Old School Football Club.
- Ms. Affleck-Childs encouraged all members to attend the fall town meeting on November 19th, 2018.

Adjournment

With no further business before this committee, a motion was made by Ms. Chabot, seconded by Mr. Connolly to adjourn the meeting. The motion was unanimously approved.

The meeting was adjourned at 8:21 p.m.

Respectfully Submitted,

Sreelatha Allam



High School Auditorium
Nov 13, 7pm

PUMPKIN WALK

Choate Park
Oct. 30th 7pm



CELEBRATE MEDWAY DAY
July 16 2-9pm



Events/Activities to Include on Community Message Board Sign

Annual "Fun" Events

- Pumpkin Walk – October
- Medway PRIDE Day - May
- Christmas Parade - November
- Town-wide Yard Sale – May
- Celebrate Medway Day – July
- Band Concerts
- Outdoor Movies at Thayer

Medway Town Meetings

- Fall Town Meeting - November
- Spring Town Meeting – May
- Special Town Meetings – as may occur

Annual Town Elections – May

State and Federal Elections – November

Group Sponsored Events

- St. Joseph's Church Holiday Market
- Medway Community Farm events
- Girl Scout events
- Boy Scout events
- Road races
- Golf tournaments
- Scout sign ups
- Sport leagues sign ups
- Civic Group events (Lions Club, Masons,)

Other Town of Medway Messages

- Clean Sweep – April
- Water Conservation – rain barrels, toilet rebates
- Road Closures
- Library events
- School events including dramatic and musical performances
- Rabies Clinic
- Household Hazardous Waste days

Other



SERRATO SIGNS LLC
15 DEWEY STREET
WORCESTER, MA 01609

Estimate

DATE	ESTIMATE #
8/14/2018	1155

NAME / ADDRESS
Medway DPS 45 B Holliston Street Medway, Ma 02053

ITEM	DESCRIPTION	QTY	COST	TOTAL
Sign	Furnish one double-faced Time-O-Matic WatchFire Message center. Message center has "Ignite" graphics software video 30 FPS to be loaded on your computer. Sign is full animation and live video capable. Sign has A Pitch of 10MM / 11 lines 42 characters at a 3" type LED RGB color. Cabinet style is double face twin-pak. Matrix size is 90 x 210. Viewing area 3' x 7'. Overall size: 41" high x 7'3" long by 5" deep per sign 14" deep when mounted. Sign will communicate Broad band wireless, which we will install at the sign. This sign will need its own a 120 volt 26 amp single-phase service. This power will have to be on at all times. Two 20 amp circuits would work best.	1	39,500.00	39,500.00
Crane - Inst.	Crane Installation of the above work with your electrician to inter connect.	1	1,800.00	1,800.00
	Sales Tax		6.25%	0.00
			TOTAL	\$41,300.00

Signature _____