

Approved April 24, 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*  
*Alex Kevork, Member*

**DRC Meeting Minutes: March 05, 2018**  
Medway Public Library (COLE Room)

**Call to Order:** – With a quorum present, this meeting was called to order by Chair Mr. Buckley at 7:02p.m.

**Attendees:**

	02/05/2018	03/05/2018		
Matthew Buckley	X	X		
Rich Di Iulio	-	X		
Jessica Chabot	X	X		
Tom Gay	X	Absent with Notice		
Rachel Walsh	X	Absent with Notice		
Dan Connolly	Absent with Notice	X		
Seth Kendall	X	X		
Alex Kevork	Absent with Notice	Absent with Notice		

Also Present:

- Sreelatha Allam, Meeting Recording Secretary
- Susan Affleck-Childs, Planning and Economic Development Coordinator

Other Attendees:

- Steven Watchmaker - Business Owner, New England Cabinetry

**Meeting Minutes:**

**02-05-2018 minutes:** *A motion was made by Ms. Chabot to approve the minutes from 02-05-2018 meeting as amended, seconded by Mr. Buckley. The motion was approved.*  
*Mr. Connolly and Mr. Di Iulio abstained.*

**Sign Design Review- New England Quality Cabinetry, 112C Main Street:**

- ❖ Mr. Watchmaker has moved his cabinetry business from Walpole to Medway. He attended the meeting to discuss the proposed sign. **(See Attached)**

- ❖ Pictures of an abutter's sign was presented to the Committee. Mr. Buckley asked if the logo and sign at the previous location was similar to the current design. Mr. Watchmaker said the earlier sign was different and much larger.
- ❖ Mr. Buckley said the new sign does not have to match the abutter's sign. They have the flexibility to keep the sign/ logo they had at previous location.
- ❖ Mr. Watchmaker said the previous sign was neither internally nor externally illuminated. In the proposed sign the only illuminated portion of the sign will be the word "Cabinetry".
- ❖ The oval shape in the sign will be around 14". Ms. Chabot said there's a lot going on in the small portion of the sign and is somewhat hard to read. She commented that the sign as presented seems busy.
- ❖ Mr. Kendall recommended moving things outside the oval shape to make it look better and readable. He suggested changing the lettering in the logo.
- ❖ Mr. Watchmaker asked if the Committee had a preference towards using channel letters. Response was that it's a landlord requirement that the majority of the sign has channel letters.
- ❖ Mr. Connolly created a sample sign on his computer based on the points discussed at the meeting.
- ❖ Members said the sign and logo should be clear for people to understand the nature of the business from a distance.
- ❖ Discussion ensued on placement of the words, style of letters, and color of the sign.
- ❖ Members recommended not going with the oval shape as presented to the Committee. They suggested looking at other options and using a graphic designer to refine the sign design.
- ❖ Ms. Affleck-Childs said the raceway should match the red color of the building behind.
- ❖ A 2 Sq. Ft. size sign is allowed on the door and 4 Sq. Ft size sign is allowed on the windows.
- ❖ Mr. Buckley asked the applicant to come back before the Committee with the new layout if they wanted or send the document to Ms. Affleck-Childs. Committee will draft a letter of recommendation after looking at the new layout.

#### **Next steps on Community Message Board Sign-**

- ❖ Mr. Kendall provided a drawing of the sign on which Mr. D'Amico provided comments. (See Attached)
- ❖ Mr. D'Amico commented that the short pillars in the design might lead to sight distance issues at the entrance to the park.
- ❖ Mr. Di Iulio asked why a wall was required as part of the monument. Ms. Chabot said it was for retaining the detention basin. Mr. Buckley added that it's also part of the Route 109 project. Members discussed various options for the pillars. Ms. Affleck-Childs said the sign should be designed more for driving traffic rather than for foot traffic.

- ❖ Ms. Chabot asked about the process for creating a change order to curve the walls. She also asked if the Committee is required to propose more than one design option for the sign. Mr. Buckley said it's important that the Committee provide the reasoning for the recommendation it makes. This means the DRC should look into other options and be able to explain them and provide reasoning at the end about the final recommendation.
- ❖ There was discussion on providing a cost estimate for the project.
- ❖ Mr. Kendall asked what the strategy of Poyant Signs would be for matching the stone and caps for the wall. Response was that they are responsible for the design and specs. A different contractor will be responsible for the wall construction.
- ❖ Members reviewed the drawings provided by Poyant Signs. Mr. Kendall preferred a natural rounded edge stones to the monument.
- ❖ Accessibility around the monument was discussed. Mr. Buckley will bring it up with Mr. D'Amico.
- ❖ Members unanimously supported Proposal 3 of the drawings provided by Seth Kendall.
- ❖ Based on the discussion at the meeting Mr. Kendall will create the rendering of Proposal 3 with short pillars.
- ❖ The proposal for the sign will be submitted at fall town meeting.

#### **Discussion on items in the DRC 2017 Annual Report for the 2017 Annual Town Report-**

- ❖ Members went over the draft annual report prepared by Mr. Buckley. **(See Attached)**
- ❖ Mr. Connolly had no comments on the report. Ms. Chabot said she is ok with the report as drafted. Few edits to the content were made at the meeting.
- ❖ Ms. Affleck-Childs will incorporate the changes discussed and finalize the document.

#### **Other Business as may come before the Committee-**

- ❖ Mr. Buckley asked about Medway Place and if they addressed/ responded to DRC's letter of recommendation. Ms. Affleck-Childs said she hasn't heard back from them. She said Mr. Lawless, the property manager, was no longer working for the owner of Medway Place.
- ❖ He asked if Irving Gas was planning to come before DRC for any sign change and the response was that there no application at this time. Ms. Affleck-Childs said they have changed the ownership.
- ❖ Ms. Affleck-Childs talked about the public forum that will be conducted by Open Space and Recreation Plan (OSRP) at Thayer House next Monday. This is one of the four forums they plan on conducting as part of the OSRP update process. The Task Force includes members from Planning Board, CONCOM, Agriculture, BOS, Open Space, and Parks Commission. She encouraged DRC members to attend.
- ❖ There was a brief discussion on Ms. Chabot reaching out to Medway Business Council to inform them of the Committee's interest in attending one of their meetings and giving a short presentation on the workings of the DRC.

#### **Reports from DRC Liaisons with other Towns Boards/ Committees-**

- ❖ **None.**

### **Adjournment**

*With no further business before this committee, a motion was made by Mr. Buckley to adjourn the meeting at 9:30 PM, seconded by Ms. Chabot. The motion was unanimously approved.*

Respectfully Submitted,  
Sreelatha Allam  
Recording Secretary

Reviewed and edited by,  
Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

## DRC Sign Design Review

### Planning and Economic Development Office Comments

March 1, 2018

**Business Name:** New England Quality Cabinetry

**Business Owner:** Steve Watchman

**Sign Location Address:** 112 Main Street @ Medway Shopping Plaza

**Sign Fabricator:** Gemini Signs & Letters, Marlboro, MA

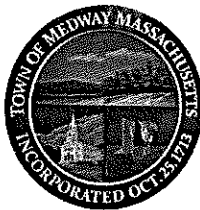
#### Proposed Sign:

1. **Façade Wall Sign** – Oval shape (black background) and individual channel letters (white for “CABINTRY”) to be placed above storefront entry on red mansard roof on the south building façade


	Proposed	Allowed by Bylaw	Notes
<b>Sign Surface Area</b>	2' high x 10' wide = 20 sq. ft.	1 sq. ft. of sign surface area per 1 linear foot of storefront width	Complies
<b>Sign Height</b>	Not applicable for wall sign	Not applicable	
<b>Illumination</b>	Internal	Yes	Yes

#### Comments:

1. Relatively new business. Relocated here from Walpole.
2. Discuss removal of any shadowing on the façade left behind from previous signs.



**Medway Design Review Committee (DRC)**  
**Application for Sign Design Review**

**Medway Location/Address** where the sign will be installed: 112 C Main St  
What is the interior width of the storefront? 

**Building/Development Name:** (if applicable): Medway Shopping Center

**Medway Zoning District:** Central Business

**Applicable Sign Standard Table** (from Medway Zoning Bylaw) Table # 5

**Applicant Information** (Local Medway business establishment where the sign is to be installed)

Business Name: New England Quality Cabinetry LLC

Mailing Address: 112 C Main St


Medway MA 02053

Contact person: Steve Watchmaker

Phone: 508 527-8700 Cell Phone Same

Email address: Steve@newenglandqc.com

**Type of Proposed Signs** – For sign definitions, refer to Medway Zoning Bylaw (Section 7.2 Signs Regulation). The Medway Zoning Bylaw is available online at: [www.townofmedway.org](http://www.townofmedway.org).

Type of Sign	# of Signs	Signs Dimensions	Total Square Footage of Sign Surface Area	Sign Height	Type of Illumination (internal, external or none)
Wall/Façade Sign 					
Free-standing Individual Business Sign					
Free-standing Multi-Tenant Development Sign					
Awning Sign					
Projecting Sign					
Directory Sign					
Window Sign					
Other Type of Sign (Describe)					

**Attach the following items to this form. pdf format is requested for the application form and all attachments. Please email application and documents to [sachilds@townofmedway.org](mailto:sachilds@townofmedway.org)**

- \_\_\_\_\_ 1. Manufacturer's scaled COLOR drawing with dimensions and DETAILED specifications for materials and illumination.
- \_\_\_\_\_ 2. For a wall sign, a scaled image showing the sign's position on the building.
- \_\_\_\_\_ 3. Landscaping Plan and Plot Plan marked with location of the free-standing sign and distances from street/lot lines.
- \_\_\_\_\_ 4. Color photograph(s) of building/location(s) where sign will be installed and existing signs.
- \_\_\_\_\_ 5. Color drawing of corporate logo (if applicable).
- \_\_\_\_\_ 6. Color photograph of similar/comparable sign on which your sign design is based.
- \_\_\_\_\_ 7. A letter or other descriptive or explanatory information you want to provide to the DRC.

**Does this application pertain to a completely new sign?**

☒ Yes ☐ No (If NO, please include photos/info of the existing sign you are modifying)

**Does this application pertain to a replacement panel for an existing sign structure?**

☐ Yes (If yes, please include photos/info of the existing sign) ☒ No

**If the business is located in a multi-tenant development, is there a Master Sign Plan for the development?**

☐ Yes ☐ No ☒ Don't Know

**Does your lease require the property owner's approval of your sign?**

☐ Yes ☐ No ☒ Not applicable

**Sign Designer/Fabricator/Installer Information**

Company Name:

Gemini Signs

Mailing Address:

128 S Bolton St Marlboro MA 01752

Contact person:

Matt Evangelous

Phone:

508485 3343

Cell Phone:

Email address:

gemini signs@aol.com

**Property Owner Information**

Company Name:

Medway Realty LLC / Diversified Funding Inc

Mailing Address:

63 Atlantic Ave

Contact person:

Eric Lawless

Phone:

617 227 0893

Cell Phone:

774 454 8185

Email address:

elawless@dfi.cc

**Proposed sign designs are reviewed by the Medway Design Review Committee (DRC).**

**The business owner and sign designer/fabricator must attend the DRC meeting.**

**The DRC generally meets on the first & third Monday night of each month at 7 p.m.  
at the Medway Library, 26 High ST.**

*(DRC meeting agendas are posted at the Town's web page at [www.townofmedway.org](http://www.townofmedway.org))*

**An Application for Sign Design Review and all supporting information must be submitted to the Medway Planning office by 12 noon on the Wednesday before a DRC meeting.**

**Please submit this application form and all attachments as follows:**

Email: [sachilds@townofmedway.org](mailto:sachilds@townofmedway.org) **PREFERRED**

Fax: 508-321-4987

Mail: Design Review Committee

c/o Medway Planning office

155 Village Street, Medway, MA 02053

Drop Off: Medway Planning office @ Medway Town Hall, 155 Village Street

Phone: 508-533-3291

**Applicants and sign designers should read the Sign Guidelines included in the Medway Design Review Guidelines before developing a sign design.**

**<http://www.townofmedway.org/design-review-committee/pages/sign-design-review>**

**Sign designs should be developed in accordance with the Sign Design Guidelines.**

**Date Application Received by Medway Planning office:** 2-12-2018

**Reviewed by Medway Planning Coordinator:**  **DRC Meeting Date:** 

# New England

—— Quality Cabinetry ——

*Where Quality Is Our Middle Name*

Steven Walchmaker  
President

Tel: 508-321-1252  
Cell : 508-527-8700  
[steve@newenglandqc.com](mailto:steve@newenglandqc.com)





**GEMINI**  
**Signs and LETTERS**  
 Since 1980

128 S. Bolton St. Marlboro, MA 01752

508-485-3343 phone  
 508-485-9972 fax  
 geminisigns@aol.com

www.geminisigns.com

Project **NE Quality Cabinetry**

Discription Face Lit Channel Letters Illuminated,  
 Raceway Cabinet with Steel Metal Brackets  
 for Roof Mounting

Date **2-2-18**

Drawn By **Matt Evangelous**

Location **112 Main St Medway, MA**

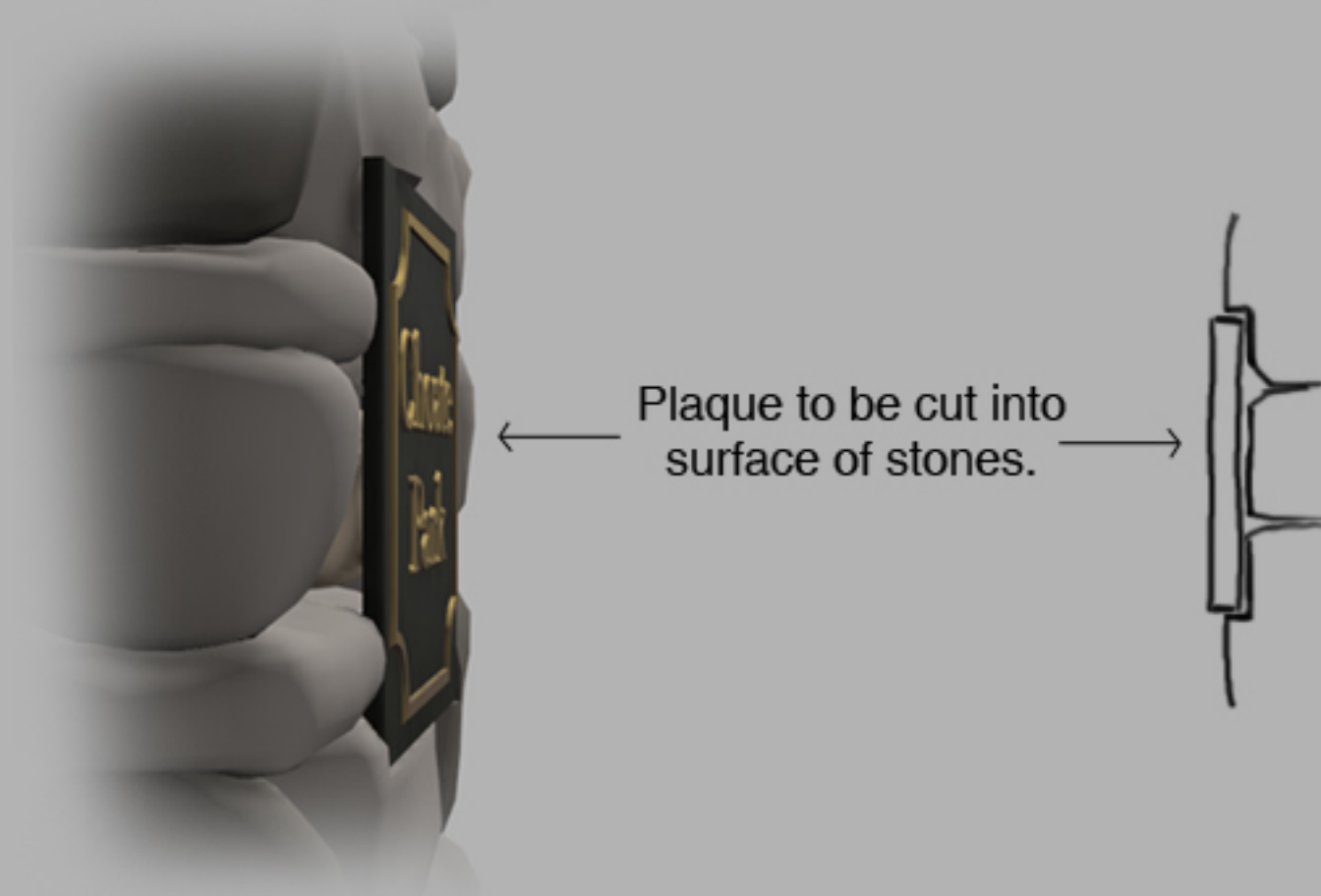
*This design/drawing is given in confidence and may not be used  
 or disseminated in any way before or until all design fees are paid  
 without the written consent from Gemini Sign Company.  
 All common law and copyright laws are hereby specific all reserved.*



# CHOATE PARK CHANGEABLE MESSAGE SIGN

Design Review Committee  
Progress Mockups 2.27

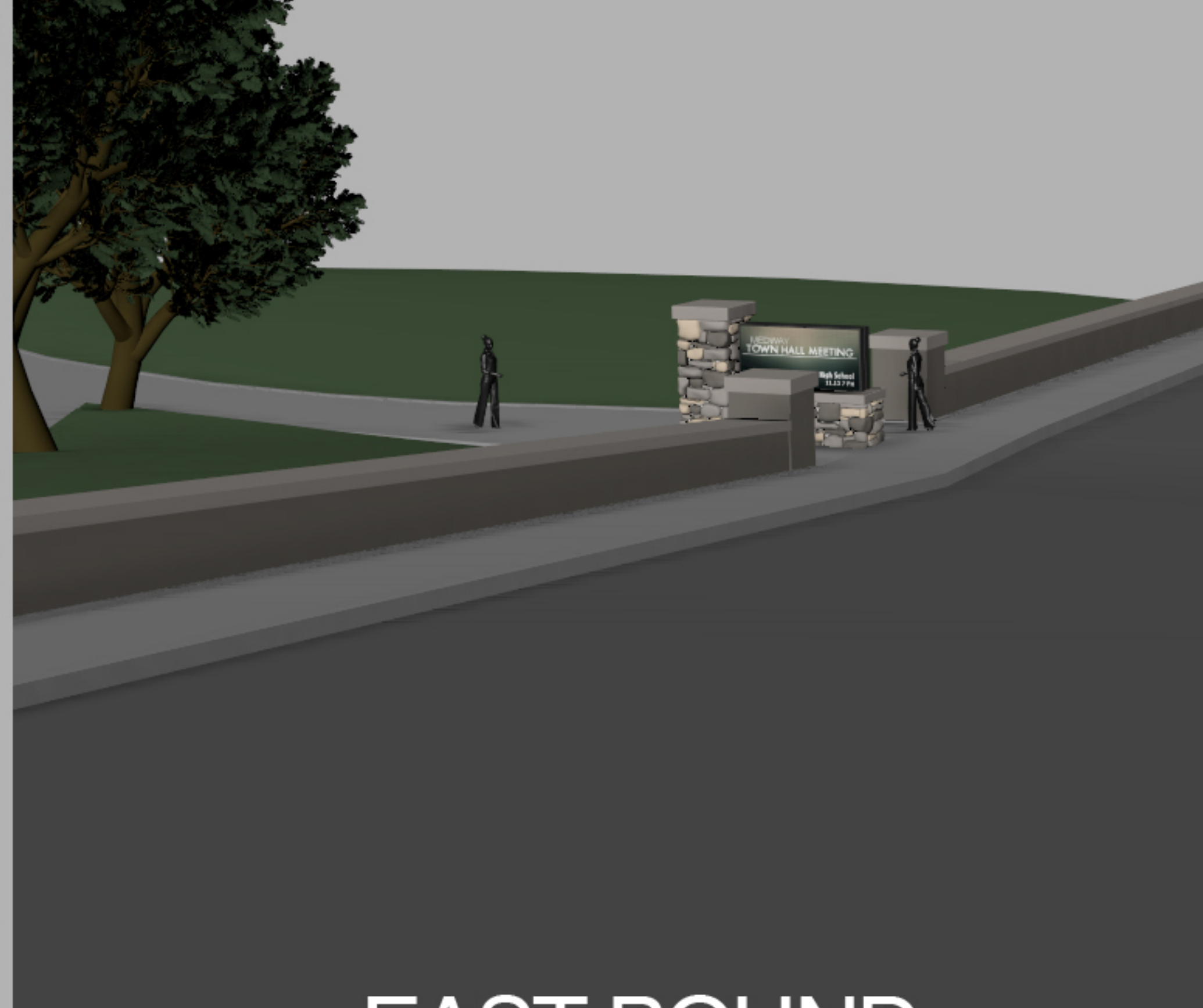
Map from Choate Revised Site Plan:  
[https://www.townofmedway.org/sites/medwayma/files/uploads/choate\\_-\\_revised\\_site\\_plan\\_9-22-17.pdf](https://www.townofmedway.org/sites/medwayma/files/uploads/choate_-_revised_site_plan_9-22-17.pdf)





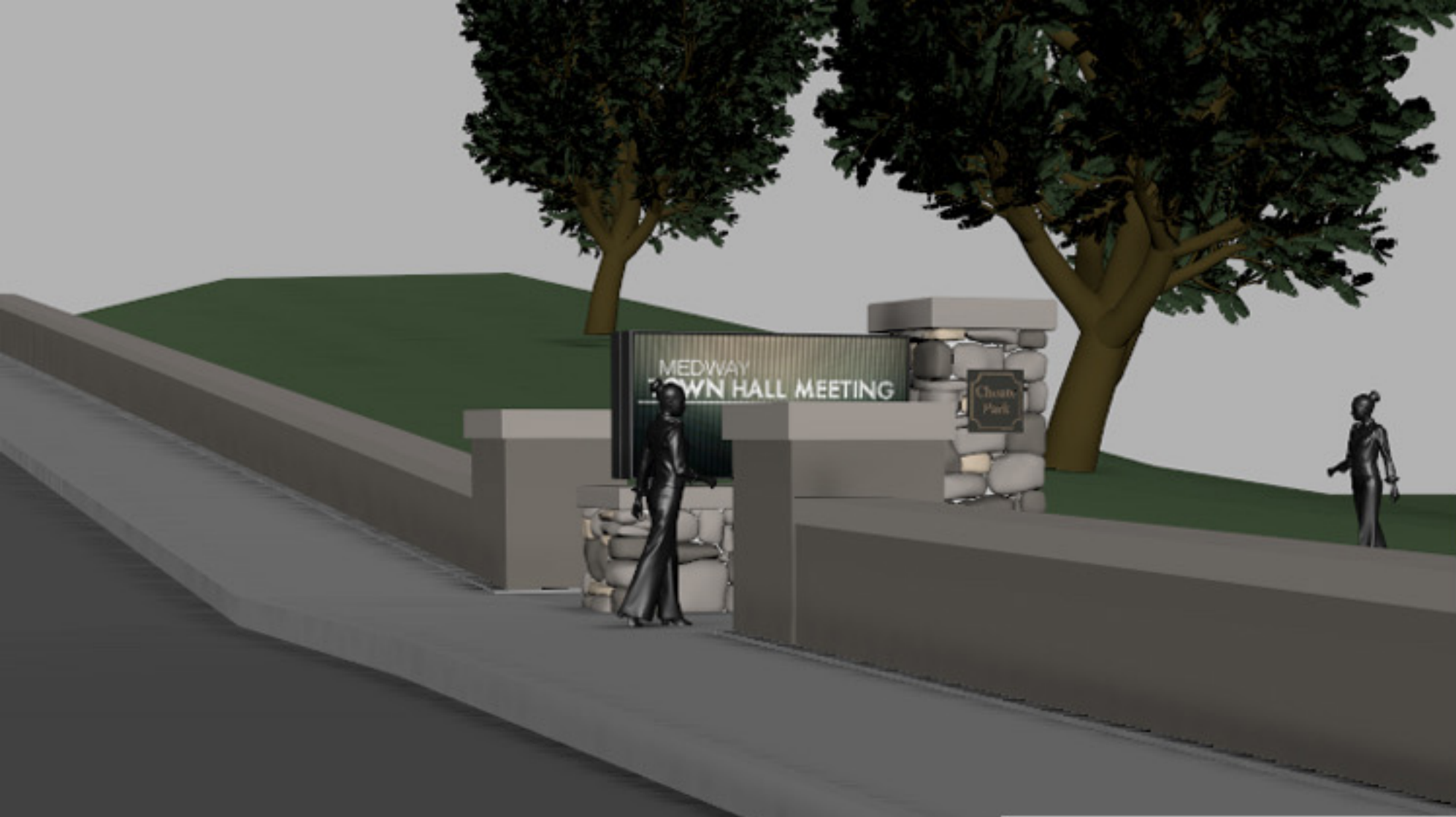


WEST BOUND



EAST BOUND

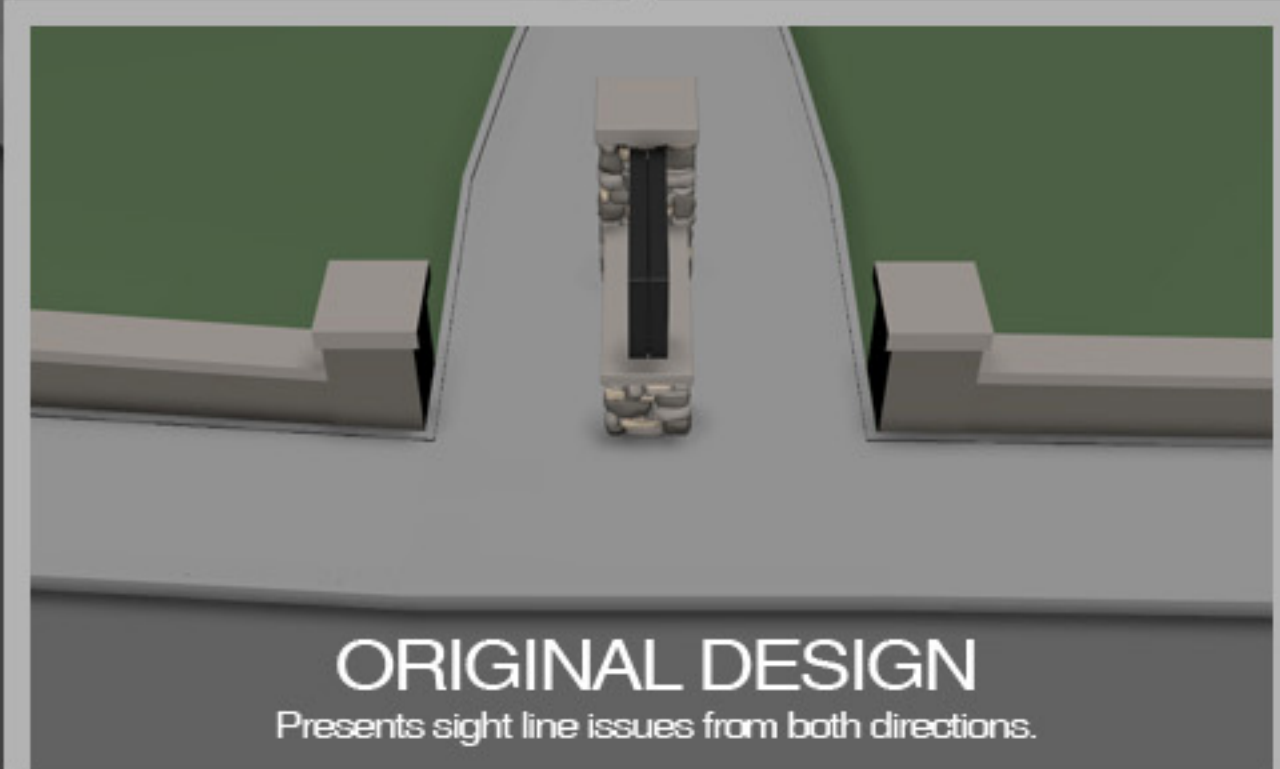




WEST BOUND



EAST BOUND



ORIGINAL DESIGN

Presents sight line issues from both directions.



WEST BOUND



EAST BOUND

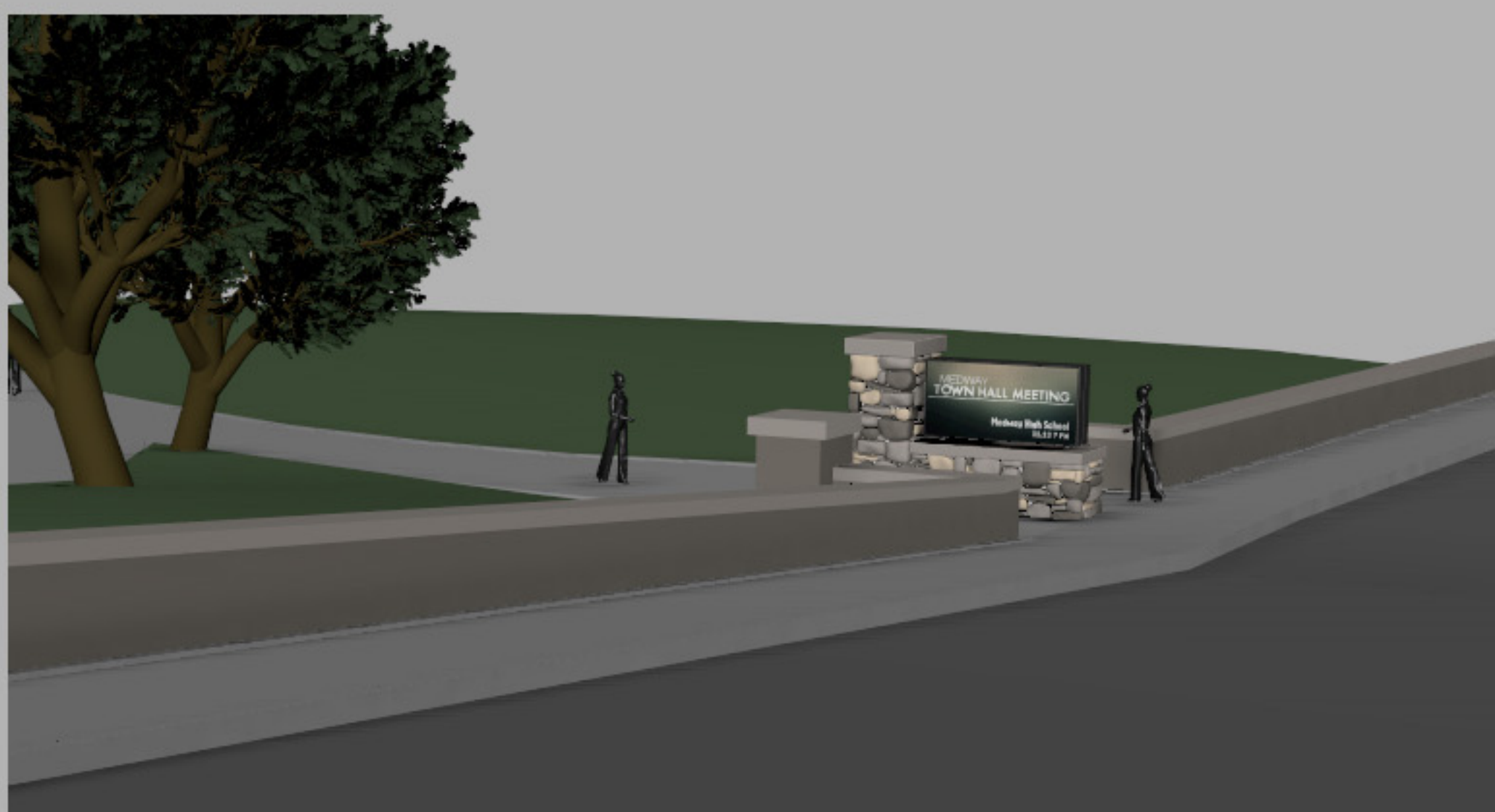


Proposal 1

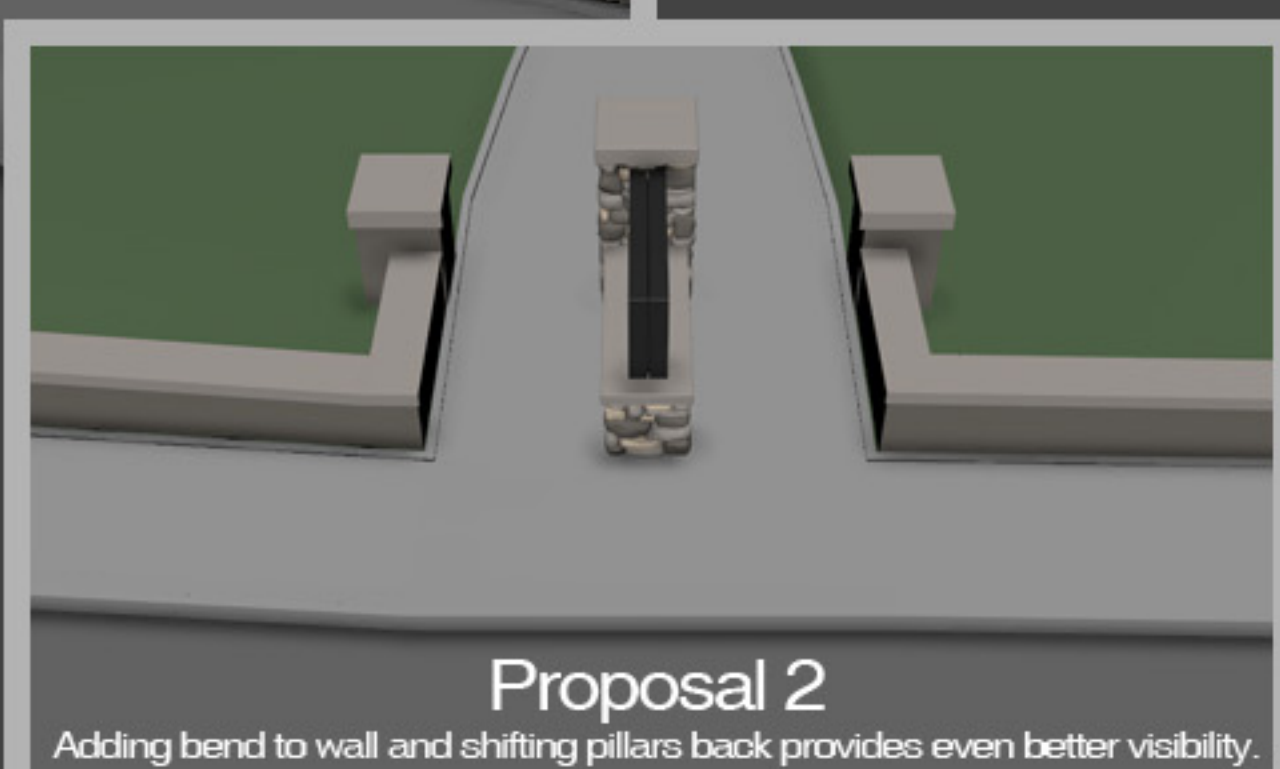
Shortened wall pillars allow for sign to be visible.



WEST BOUND



EAST BOUND

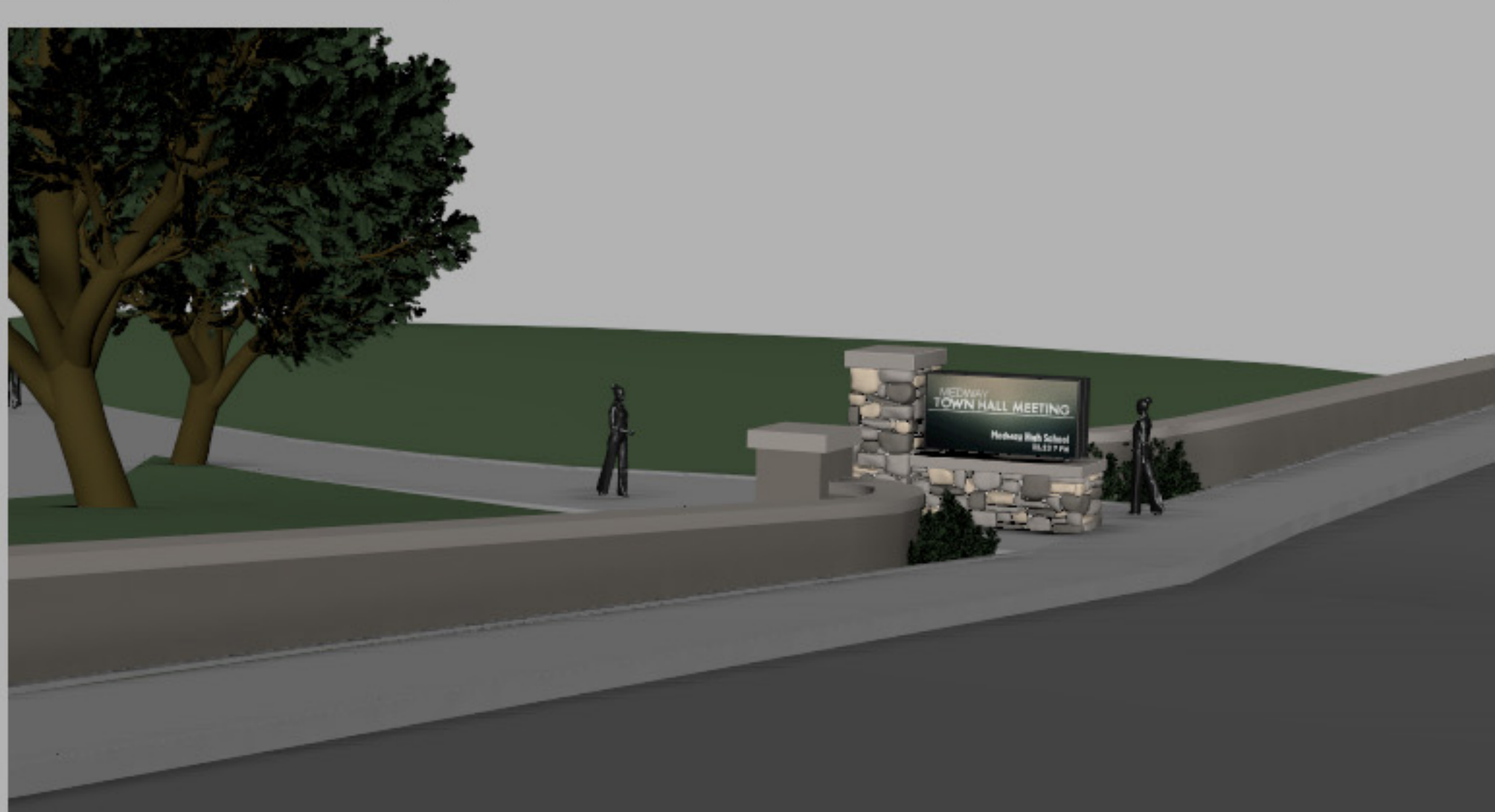


Proposal 2

Adding bend to wall and shifting pillars back provides even better visibility.



WEST BOUND



EAST BOUND



Proposal 3

Curving walls provides visibility and allows for small landscaped areas.





2/9/2018

Daniel Connolly  
Town of Medway

Monument Sign for Choate Park

Sign Type	Description	Qty	Unit Cost	Total
<b>Exterior</b>				
1A	Double Face Monument Sign with EMC. Two 5" deep EMC faces, 12MM with full color and face venting. Communication to be broadband wireless (will need to confirm Firewall access). Includes field stone base, grounding rods, excavate and set new direct burial foundation	1	\$ 74,036.98	\$ 74,036.98
	Warranty - Poyant's exclusive two year comprehensive warranty will protect your investment with 100% coverage of labor and materials, included at no additional charge	1	\$ -	\$ -

**Project Total: \$ 74,036.98**

Estimated Sales Tax: \$ 4,627.31

Sign Type	Description	Qty	Unit Cost	Total
<b>Alternates</b>				
2A	Non Illuminated cast bronze plaque with leatherette textured background and satin bronze graphics. All graphics to be raised off plaque. Blind stud mounted to stone base.	2	\$ 1,790.00	\$ 3,580.00
2B	Non Illuminated cast bronze plaque with leatherette textured background and satin bronze graphics. All graphics to be raised off plaque. Blind stud mounted to stone base.	2	\$ 1,790.00	\$ 3,580.00

Clarifications:

Permit fees, police details, inspections, sales tax are additional and will be billed at cost

Non-union installation during normal daytime hours

All electrical brought to sign location by others, final connection by Poyant

Excavation assumes normal soil conditions, abnormal conditions could result in additional costs

All blocking and internal wall structure required to support signage are by others

Pricing is based on project qty's and scope, significant changes to scope or qty's could impact costs

**STANDARD TERMS AND CONDITIONS**

**ACCESS BEHIND WALLS** for mounting hardware & electrical wiring must be provided by BUYER.

**CANCELLATION:** This order cannot be cancelled except with the COMPANY'S consent, and then only upon payment of the total cost of material received or commitments made, plus labor, overhead, permitting, and engineering charges applying to this order at date of cancellation.

**CHANGES:** Any deviation from specifications involving EXTRA COSTS will be executed upon Change Orders and will become an extra charge over and above this contract.

**COLOR MATCHING** cannot be guaranteed. Non-standard or non-compatible colors will be at an additional cost.

**DELIVERY:** Estimated delivery dates given herein are computed from receipt of all final customer approvals pertaining to the order essential to its proper execution and required regulatory permits in-hand. Shipment dates are approximate and the COMPANY is not responsible for delays or non-performance due to strikes or other abnormal manufacturing conditions, fires, embargoes, or other causes beyond COMPANY'S reasonable control.

**ELECTRIC POWER:** BUYER is responsible for bringing 120V power to base of freestanding signs & within 6 feet of wall signs. The only electrical connection made by Poyant Signs shall be to outside legal 120V circuits provided by the customer. Any other work must be outlined in the specifications of this proposal or will result in additional charges.

**ELECTRONIC MESSAGE CENTERS ("EMC"):** Standard EMC price reflects (as it may apply) a one (1) day on-site visit for "turn on," including hookup and testing of data; Broadband, Ethernet, Cellular Phone connectivity and connection to the unit provided phone line has been provided by others prior to EMC installation and connection to unit, RF cable, and connecting cable to CPU within 15 feet of building penetration. Price does not include any electrical work or any building penetrations. BUYER is responsible for providing the dedicated 120V circuits that EMC requires prior to the installation of the EMC.

**FAXED SIGNATURES:** Facsimile or scanned copies of this Agreement signed by the parties shall be considered for all purposes as originals and fully executed.

**IRREGULAR PAYMENTS:** The COMPANY may accept late payments, partial payments, or any checks or money orders marked as being payment in full or as being a settlement of any dispute without losing any of their rights under this contract for the remaining outstanding balance due or under the law. Any acceptance of such payments by Company is not, and is not to be deemed, an agreement to change this contract in anyway. A service charge of 1.5% per month will be added to delinquent accounts.

**LANDLORD APPROVAL:** Permission for use of any building facilities and/or land for the installation of proposed signage is the responsibility of the BUYER.

**LEDGE/FROST CLAUSE:** If unusual digging conditions, i.e. ledge, water, heavy frost, marked or unmarked water and/or gas or electrical lines, etc. are encountered in ground installations, this contract is binding; however, an additional cost based on additional labor and material, plus 20% on subcontract labor and materials, will be added to the final price.

**PRICES** quoted are for shipment on the estimated delivery dates. We reserve the right to recalculate the sale price if order is not completed within twelve months of date of order execution. Deliveries delayed by the BUYER will be invoiced at time Display is ready for shipment, and payment made within ten days.

**RELAMPING** and any other service work performed on existing signs at time of installation will be charged on a time & materials basis;

**REMOVAL, DISPOSAL, OR STORAGE** of old signs is NOT part of this contract unless specifically stated.

**ROOF PENETRATIONS:** Rubber roof penetrations and the costs for required repairs are the responsibility of the BUYER and must be executed by a Certified Roofing Contractor selected by the BUYER. The Company can coordinate with the BUYER'S selected Roofing Contractor for the LOCATION of the penetrations, on behalf of the BUYER.

**SITE DAMAGE:** It is understood that heavy equipment is involved in sign installations and that tire ruts, outrigger indentations, and other incidental damage may occur. Landscaping repairs are not included in this contract.

**SITE LOCATION:** It is the responsibility of the BUYER to determine and mark the property boundaries for proper location of ground signs.

**SOIL CONDITIONS & TOXIC CLEANUP:** The parties hereby agree that the contract price is based on the presence of normal soil conditions at the sign location. BUYER hereby warrants that he knows of no unusual soil conditions or underground obstructions at said site, and agrees that in the event that such conditions are encountered, the contract price will be adjusted based on the additional labor or materials required to complete the installation.

**TAXES:** All taxes assessed for this sale are the responsibility of the BUYER; this includes, but is not limited to, Local, State, and Federal USE and SALES taxes. These amounts will be computed according to the regulations mandated by the governing bodies and applied to your final invoice.

**TERMS:** The terms of this contract shall be subject to and enforceable under the laws of the state of Massachusetts. The parties expressly waive their rights to enforce their rights hereunder in any jurisdiction other than Massachusetts and agree and consent that any dispute arising out of this contract shall be decided by a Massachusetts Court and that trial by jury is specifically waived by each party hereto for themselves or their assigns. In the event a lawsuit for collection of funds unpaid is filed, the debtor agrees that the contract interest rate of 18% shall prevail over any statutory interest rate. The debtor agrees to pay all costs of collection, including reasonable attorneys' fees.

**TITLE:** Ownership of Display shall at all times remain with Company until payment in full hereunder, and BUYER hereby grants Company a purchase money security interest in Display until all of the payments are made and all of the conditions herein contained are fully satisfied, at which time BUYER shall be vested with full title to Display. Buyer shall bear all risk of loss of Display after delivery or installation has been completed (where installation is part of this Agreement). BUYER hereby authorizes to Company to file, wherever it may be required, a financing statement evidencing Company's security interest in Display. In the event of removal of the Display pursuant to the Company's rights as a secured party, BUYER shall be liable to COMPANY for all labor costs and expenses for the removal of the Display. Removal of the Display shall not constitute a waiver of any rights and remedies existing at law for the breach of this agreement, and the COMPANY expressly reserves all such rights. Upon breach of this agreement BUYER agrees to pay all costs of collection including reasonable attorneys' fees.

**UNFORESEEN OBSTRUCTIONS/REINFORCEMENT:** BUYER shall be responsible and pay for all necessary reinforcement to building or any other structures on which Display is installed, for relocating power lines or other obstacles, and for any additional installation cost incurred by Company due to unforeseen obstructions. Company is not responsible for damage to underground utilities, landscape irrigation or other unforeseen objects. Every possible effort will be made to determine wall thickness and drilling requirements prior to installation cost estimation. However, Company will not be held responsible for unknown wall obstructions such as beams, re-bar, extreme wall thickness and/or density. The additional labor and materials required to complete installations due to these obstructions will be added to the installation price at final invoicing.

**WARRANTY:** Display furnished by Poyant Signs is warranted to be free of manufacturing defects for one year, effective from date of substantial completion. Warranty is VOID if account is delinquent.

Signature / Print Name

Date

Poyant Sales Executive:

Signature / Print Name

Date



Town of Medway  
**DESIGN REVIEW COMMITTEE**  
155 Village Street  
Medway MA 02053  
508-533-3291  
[drc@townofmedway.org](mailto:drc@townofmedway.org)

### **Annual Report of the Design Review Committee - 2017**

I am pleased to report that the Design Review Committee (DRC) reviewed 16 sign proposals this year, many of which incorporated recommended changes and produced very effective signs. The DRC's laptop computer and design software have continued to be a vital tool, used continually during each meeting.

- Connections Physical Therapy - 01/18/2017
- Shell Gas Station - 03/07/2017
- Domino's Plaza - 03/15/2017
- Neighborhood Wrench - 04/10/2017
- Lone Wolf Kajukeabo Studio - 04/28/2017
- Domino's - 04/30/2017
- Taylor Family Chiropractic - 05/31/2017
- Salmon Health and Retirement Community - 06/08/2017
- PJ's Smoke and Grill - 06/29/2017
- Sean Murphy CPA - 07/05/2017
- Hot Pigeon - 07/06/2017
- John's Auto Body and John's Towing & Recovery - 07/25/2017
- Orange Theory Fitness - 08/02/2017
- Medway Industrial Park - 08/25/2017
- Medway Gardens - 08/25/2017
- TumbleBeans Cafe & Play - 11/29/2017

We reviewed [7] Site Plans this year - included several meetings during the informal phase of site planning. We provided review letters to the PEDB and the ZBA as requested and participated in the hearings where applicable

- Medway Greens - 2/28/2017
- Timber Crest Follow-Up Review Letter - 3/15/2017
- Metro West Collaborative Development – Glen Brook Way - 04/23/2017
- Merrimack Building Supply - 05/24/2017
- O'Brien & Sons Playground - 06/5/2017
- Country Cottage Child Care - 08/21/2017
- N.E. Premier Properties, LLC, 143 Village Street - 09/11/2017

- EPFRAC Site Plans - The DRC reviewed and provided comments for the Evaluation of Parks, Fields, and Recreational Areas Committee to both the PEDB and EPFRAC. Representative from the CBA Landscape Architects LLC attended several meetings to present site plans and review DRC comments.
- LED Changeable Message Sign - The committee completed research and provided a detailed report to the Board of Selectmen regarding changeable message signs. This included a presentation before the BOS on 10/16/2017
- The DRC invited Mike Patenaude of WatchFire Signs to present LED changeable message signs on 12/04/2017. Prior to the meeting, Mr. Patenaude was escorted by, DRC member and PEDB liaison, Thomas Gay to various sites in town that are possible candidates for changeable message signs. This was followed up with a demonstrations by Mr. Patenaude of the available LED sign panels.

We began the year with a full complement of [7] members, but bid farewell to our longest serving member and Vice Chair Julie Fallon. Ms. Fallon will be missed, but she left with the confidence that the current member are as capable and dedicated as she has proven to be. We continue to seek a member representing the Medway Business Council. Additionally, the DRC seeks individuals with pertinent skills from the general population, with a specific interest in an architect or landscape architect.

Looking forward to 2018, the DRC has the intentions to:

- Complete designs for LED Changeable Message Sign.
- Provide a signage program for the EPFRAC projects, that can be applied to all municipal signage.
- Return to the process of reviewing the current sign bylaws so they aligns more closely with the newly established *Design Guidelines* and effectively serves the community.
- Provide more updated information through the committee space on the town website.

The commitment of the DRC is to assist in shaping what can be the very best Town of Medway. Each member is motivated to employ their skills in all related aspects of the town both private and public. We continue to reach out to each and every Town board and committee to involve the DRC where possible and to utilize our specific skill sets. The DRC attempts to encourage design that is attractive, inviting, harmonious with its surroundings, and enhances the visual experience of the Town of Medway. I believe we have been successful in 2015.

Respectfully submitted,





Matthew Buckley, Chairman

DRAFT