

Board Members

Matt Buckley, Chair
Janine Clifford, Vice Chair
Jamie Ahlstedt, Member
Susan Alessandri, Member
Jessica Chabot, Member
Thomas Gay, PEDB
Representative



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TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS DESIGN REVIEW COMMITTEE

DRC Meeting Minutes Monday, April 3, 2023 Zoom (Remote) Meeting

Pursuant to Chapter 2 of the Acts of 2023, which extends certain COVID-19 measures adopted during the COVID State of Emergency, and under which public bodies retain the option of holding open meetings and hearings remotely and in accordance with the Medway Select Board's remote participation policy as amended at its July 2, 2021 meeting, Design Review Committee members participated remotely for this meeting. Access via Zoom was provided for public participation. Information for participating via Zoom was included at the end of the meeting Agenda.

Call to Order: – At 7:00 PM Mr. Buckley called the meeting to order and conducted a roll call of members present via Zoom as follows: Matthew Buckley, Janine Clifford, Jessica Chabot, and Jamie Ahlstedt.

Members absent: Tom Gay, Susan Alessandri

Also present:

- Susy Affleck-Childs, Planning and Economic Development Coordinator
- Jeanne Johnson, Cher Hamilton (Co-Chairs) - Medway Historical Commission
- Crystal Buckley, Gail Hachenburg (Chair), Hazel Warnick - Medway Cultural Council
- John Dowd (Fast Signs of Waltham) - BrightPath Child Care at Medway Commons

Approval of DRC Meeting Minutes - March 20, 2023:

A motion was made by Mr. Buckley to approve the minutes of the 03/20/2023 DRC meeting as submitted, seconded by Ms. Clifford.

Roll Call Vote:

Matt Buckley - Aye

Janine Clifford - Aye

Jamie Ahlstedt – Aye

Jess Chabot- Aye

The motion passed.

Review and discussion re: planned artwork for utility and traffic control boxes with representatives of the Medway Historical Commission and Medway Cultural Council

Ms. Affleck-Childs provided a brief background of the project. It has been a collaborative effort by Medway Historic Commission and Cultural Council with support from the Select Board. Decision was made that Historical Commission and Cultural Council will each get six signal boxes for the display of art and history around town. The locations and proposed photos (by themes) were reviewed by the

Committees. The plan is to keep the first wave of pictures for three years, but they're meant to last for 10-12 years without maintenance. Select Board suggested working with the Design Review Committee during the process and asked the two committees to seek DRC feedback. Historical Commission members described the steps taken in the selection process for the final photos. Ms. Hamilton said the project initially started in 2019. They met in October 2022 and reviewed photos from the Medway Historical Society. About 300-400 pictures were reviewed before selecting the final photos. They were categorized by general themes and the Commission voted on them. All photos will be printed on 3M digital substrate that is meant for outdoor usage and will be installed professionally by the manufacturer. Narratives for the pictures will be provided on the back of the signal boxes. QR codes will be included that will link back to the Historical Society's website for additional information about Medway's History.

Medway Cultural Council intends to put their art on utility boxes around town. Ms. Buckley from the Cultural Council started the discussion. The Council made a wide call for art using social media. Most submissions were local, but some came from overseas. Six selections with two alternatives were chosen. DPW was kept in the loop for guidance on prepping the boxes and sealing them after the project is complete. The locations and types of arts were shown and discussed. All art will be hand painted with artist signature included on each box. The idea is to have the boxes retain the look for at least three years. Upon review of the artwork at each location, there was a question on the missing piece on the top section of the box, Ms. Buckley said she will secure that information from the artists.

Cultural Council has completed the Select Board presentation. Historical Commission will meet with the Select Board on April 18th. Ms. Affleck-Childs said DRC letter will be provided documenting today's discussion along with committee's feedback on the project.

Mr. Buckley made a motion to accept the Medway Historical Commission and Medway Cultural Council designs as presented acknowledging that they are appropriate, attractive, and align with the Medway Design Review Guidelines, seconded by Ms. Chabot.

Roll Call Vote:

Matt Buckley - Aye

Janine Clifford - Aye

Jamie Ahlstedt – Aye

Jess Chabot- Aye

Sign Design Review – BrightPath Child Care at Medway Commons,

67 Main Street

This is a business based out of Canada which is increasing their footprint in New England area. Mr. John Dowd of FastSigns attended the meeting remotely and started discussion on the topic. The proposal is for a wall sign for BrightPath ChildCare to be located in Medway Commons. The installation will be in simple channel letters and are built to match other signs in the complex. It runs off two power supplies and will be stud mounted through the exterior walls. Mr. Dowd said the design and colors were provided by BrightPath and falls within the Zoning Bylaw for the amount of sign sq. footage. To a question, it was clarified that the blue color in the sign will be clearly visible during nighttime. An application for a panel in the monument sign will be pursued later. Members agreed to the dimensions and other specifications that were presented in the application. The positioning of the façade sign was briefly discussed. Mr. Dowd said that there were multiple conversations with the landlord and that he assumes the sign position aligns with other signs in the plaza. The DRC recommends the overall positioning of

the sign be moved up 4-5 siding slats. Ms. Affleck-Childs explained the next steps to Mr. Dowd. Ms. Ahlstedt will draft the DRC letter.

OTHER BUSINESS

- Application for 56 Summer St. multi-family development will be coming to DRC in early May. It's a five-acre site and the proposal is to build one quad and seven duplexes totaling 18 units. The application will be for a multi-family special permit.
- Ms. Affleck-Childs last day at work is April 19th. She thanked members for their work on the committee and encouraged them to focus on a design project every year. The goal should be to raise awareness within the community through these projects. Members appreciated her contributions and thanked for her tireless work in the role.

Motion was made by Ms. Chabot to adjourn the meeting, seconded by Mr. Buckley

Roll Call Vote:

Matt Buckley - Aye

Janine Clifford – Aye

Jamie Ahlstedt – Aye

Jessica Chabot- Aye

The motion passed.

The meeting was adjourned at 8:15 p.m.

The next DRC meeting will be held on May 1st, 2023.

Respectfully submitted,

Sreelatha Allam

Recording Secretary

Reviewed and edited by,

Susan E. Affleck-Childs

Planning and Economic Development Coordinator

Barbara J. Saint Andre,

Director, Community and Economic Development

List of Documents Reviewed at Meeting

1. Medway Cultural Council Utility Box Art Selections
2. Traffic Box Project, Medway Historical Commission
3. Bright Path application for sign review