



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

Matthew Buckley, Chair
Julie Fallon, Vice-Chair
Tom Gay, Member
Rachel Walsh, Member
Jessica Chabot, Member
Lisa Graves, Member

Approved: February 6, 2017

DRC Meeting Minutes: January 23, 2017
Medway Public Library – 26 High Street

Call to Order: – With a quorum present, this meeting was called to order by Chairman Matt Buckley at 7:03 p.m.

Attendees:

	1/23/2017					
Matthew Buckley	X					
Julie Fallon	X					
Tom Gay	Absent with Notice					
Jessica Chabot	X					
Rachel Walsh	Absent with Notice					
Lisa Graves	Absent					
Rich Di Iulio (PEDB representative alternate)	X					

Also present:

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

**Discussion with Alex Burinskiy of the Medway Historical Commission re:
historic house plaque program**

Alex Burinskiy from the Medway Historic Commission attended the meeting. The Commission is developing a Medway historic home plaque program. Committee members discussed the plaque options and looked at various examples. Discussion included the preferred types, material (wooden, glass, etc.), style, and font size of the text on the plaques. Mr. Burinskiy said the plaque should include the owner's last name and construction date if the information is available. Circa could be used otherwise. Norfolk County Registry of Deeds is in the process of digitizing the old information. Ms. Affleck-Childs noted that the Town should have ownership information on most of the historical houses from the two National Register district applications.

An option to insert the Town seal on top of the plaque was discussed. Committee members did not favor the idea and expressed that it will be expensive to reproduce the seal. Wooden plaques were preferred over other material types. Members also thought home owners should be able to re-paint the plaques when there is a need. Ms. Affleck-Childs asked if the Historic Commission will be responsible for producing the sign/plaque after an application is filed. Mr. Burinskiy said that the applicant would fill out the form and pay the required amount. The Historic Commission will order the plaque on behalf of the applicant. Ms. Affleck-Childs shared a sample application form and official plaque design from the Town of Foxboro. Amount charged is \$60 and research on the history of the house is conducted by the Foxboro Historic Commission.

To make the plaques, Medway Historic Commission reached out to vendors in Attleboro, Brockton, and Needham. Mr. Burinskiy requested that members and Ms. Affleck-Childs share contact information of other sign vendors. Members discussed using CPC funds for the first 100 houses in the historic district. Ms. Childs said historic houses outside the two historic districts should also be considered for the program. Members agreed that the date on the plaque should be of a standard size and style. The rest of the information (owner, house name, etc.) could be customized to fit the plaque. Border will be placed on the edge of the plaque. A style and form of the plaque was agreed by the members. Mr. Burinskiy will show the draft plaque design to the Historic Commission at their next meeting. Ms. Fallon offered to attend the Historic Commission meeting to show the style of the plaque that was agreed by the Committee.

Members discussed about having a separate website for the Historic Commission (standalone site). A few options to make the existing webpage better were discussed. Mr. Burinskiy offered to serve as the Historic Commission's web master. Ms. Affleck-Childs will facilitate communication between Mr. Burinskiy and the Town's IT staff to arrange for training and access.

Review DRC Meeting Minutes

November 28, 2016

A motion was made by Ms. Chabot to approve the meeting minutes of November 28, 2016 as amended, seconded by Ms. Buckley. All were in favor. The motion was approved.

December 05, 2016

A motion was made by Mr. Buckley to approve the meeting minutes of December 05, 2016, as amended at the meeting, seconded by Ms. Fallon. All were in favor. The motion was approved.

January 09, 2017

A motion was made by Mr. Buckley to approve the meeting minutes of January 09, 2017, as amended at the meeting, seconded by Ms. Fallon. The motion was approved. Ms. Chabot abstained.

Other Business

- ❖ **Next steps for DRC report on Digital Community Information Sign** - Chairman Buckley wants to focus on digital signs this spring. Ms. Affleck-Childs reminded that it is more of a report than a letter to the Board of Selectmen. On a discussion on the content to be included in the report, Ms. Chabot talked about using earlier DRC meeting notes on this topic. She agreed to compile information from the notes. It will be discussed at the next DRC meeting. Mr. Buckley stated that the report should focus on the model, formatting, and the location of the LED signs. Ms. Affleck-Childs asked the members to decide whether a report or an email will be sent to the BOS providing them an update on the current status. It was agreed that an email will be sent with an update and also requesting them to attend a DRC meeting to hear the Committee's recommendations on signs. A presentation will be made in late spring.

- ❖ **Brainstorming Discussion- DRC goals for 2017-** Members reviewed the DRC goals set for FY16. (Comments on each goal in *italics*)
 - Participate in effort to roll out new Design Review Guidelines after adoption by PEDB • Participate on team comprised of PEDB and DRC reps to go out and introduce the new DRGs to various groups including the BOS, Conservation Commission, Historical Commission, Town Department heads, School Committee, Medway Business Council
 - Develop a show about the DRG for Medway Cable Access - Ask Kent Scott to help?
 - Hold a meeting for major landlords in the business districts – *Committee hasn't done much on this in FY16. Will be discussed at a future DRC meeting. Need to discuss with Stephanie Mercandetti, Director of Community and Economic Development*
 - Prepare a short handout about the new Design Review Guidelines
 - Post to TOM web site
 - Announce on Town of Medway Facebook page
 - Contact the media for a story. *Provide a short blurb to Judy O' Gara of the Millis Medway News.* Members also discussed the option of providing information on Town of Medway Facebook page.
 - Use new Design Guidelines in reviewing projects including the new DRG Checklist.
 - Meet with Building Inspector Jack Mee at least 2x a year to discuss signs, lighting, violations, etc. – *Committee will meet with Mr. Mee soon. He will be asked to attend the March 6, 2017 DRC meeting. Ms. Affleck-Childs will contact him.*
 - Revise/update DRC bylaw to submit for consideration at the May 2016 town meeting - *DRC bylaw was revised last spring.*

- Work with PEDB on updating sign bylaw and converting it from zoning to a general bylaw. Participate in soon to be formed Sign Bylaw Review Task Force. - Effort is ongoing. *Will pick up pace soon.*
- General outreach to landlords – Reminder about sign permits and that DRC is a resource to help their tenants. How to do this? *Letters to the landlords was discussed as an option. Signs permits brochure will be re-looked to evaluate if any changes/updates are needed.*
- Interact more regularly with the Medway Business Council. Have DRC members attend monthly MBC events. Continue to work with MBC to secure a MBC member to serve on the DRC. *Ms. Affleck-Childs will forwarding the MBC announcements to the Committee on a more consistent basis.*
- Enhance DRC web page. What is needed? Meet with Town of Medway Information Services staff to discuss. *Ms. Childs asked if any of the members were interested in getting trained to upload documents to town website. Ms. Chabot volunteered.*
- Acquire needed technology. What is needed? *Ms. Chabot offered to have her husband look at the DRC mac computer to diagnose its ailments!*
- Regularly report suspected sign violations to the Building Inspector. Make this a regular agenda item for all DRC meetings. *Discussed above.*
- Find a Medway resident/architect to serve on the DRC – *Ms. Affleck-Childs will prepare an article to distribute to local papers to announce openings on the DRC.*
- Serve on the Steering Committee for the development of the Urban Renewal Plan for the Oak Grove/Bottle Cap Lots area. *Steering Committee will meet next month. They have not met regularly.*
- Advocate for reduced lighting and strobing of LED type lights. *Ongoing.*
- Develop community outreach campaign to better inform residents of the DRC's activities to review projects and signs for better design and improve community aesthetic.
- Review and approve DRC meeting minutes in a regular and speedy fashion.
- Regularly review this Goals/Objectives list to monitor progress and maintain momentum

❖ **Reports from DRC liaisons with other Town Boards/ Committees-** None.

❖ **Potential member to the Committee-** Ms. Chabot reached out to Tim Rice. He is interested in getting involved with the Committee. However he has a work obligation on the first Monday of the month that will not allow him to attend the DRC meeting. If Committee agrees, he is willing to attend the meeting on the 3rd Monday of the month. Ms. Childs suggested having him as an associate member of the Committee. Members

thought it would benefit the Committee to have a member who can be at the meetings consistently and provide their input on key DRC decisions.

❖ **Identification of possible sign violations to report to building inspector-**

Not discussed.

❖ **Other Business as may come before the Committee -** Mr. Buckley will attend the EPFRAC meeting at Thayer House on Thursday (1/26/2017).

❖ **DRC Meeting Schedule -** Next DRC meeting is scheduled on February 06, 2017.

Adjournment

With no further business before this committee, a motion was made by Chairman Buckley, seconded by Jessica Chabot to adjourn the meeting. The motion was unanimously approved.

The meeting was adjourned at 9:45 p.m.

Respectfully Submitted,
Sreelatha Allam