



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: July 02, 2018
Medway Public Library

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

Attendees:

	06/04/2018	06/18/2018	07/02/2018
Matthew Buckley	X	X	X
Rich Di Iulio	-	ABSENT WITH NOTICE	X
Jessica Chabot	X	X	ABSENT WITH NOTICE
Tom Gay	X	ABSENT WITH NOTICE	ABSENT WITH NOTICE
Rachel Walsh	ABSENT WITH NOTICE	X	X
Dan Connolly	ABSENT WITH NOTICE	X	X
Seth Kendall	X	ABSENT WITH NOTICE	X
Alex Kevork	ABSENT WITH NOTICE	ABSENT WITH NOTICE	NO LONGER A DRC MEMBER

Also Present:

- Sreelatha Allam, Meeting Recording Secretary

Other Attendees:

- Susy Affleck-Childs, Planning and Economic Development Coordinator

Meeting Minutes:

05/07/2018: *A motion was made by Mr. Buckley to approve the minutes of 05/07/2018 meeting as amended, seconded by Ms. Walsh. All were in favor.*

06/18/2018-: *A motion was made by Mr. Buckley to approve the minutes of 06/18/2018 meeting as submitted, seconded by Mr. Connolly. All were in favor.*

Design Review for Revised CTS Plan – 9 Trotter Dr.

- ❖ The applicant's engineer, Peter Bemis had informed Susy that he would not be available to attend the meeting. Members reviewed the CTS elevation document previously submitted by the applicant. (**See Attached**) There was brief discussion among members on the proposed building elevation, colors for the doors, and construction materials. Ms. Affleck-Childs said the applicant is proposing concrete block on the split face. Members commented on the lack of any signs, light fixtures, or any landscaping in the submitted document. They commented the elevation as presented is acceptable to the Committee. In addition to the above comments, the DRC's letter to the Planning Board will include the Committee's approval of the proposed plan. Letter will indicate that the applicant can move forward with the plan as proposed including the colors (blue and grey) with split face in the front, and dumpster enclosure per the Committee's comments. One of the DRC recommendation will be to provide adequate lighting around the building. The color of bollards was also part of the discussion but no specific recommendation for color will be offered as the bollards are screened by landscaping.

Other Business

Election of DRC Officers

- ❖ Tabled since all members were not available.

Next steps on Community Message Board Sign

- ❖ Mr. Buckley opened the discussion on this topic. DPS Director, Mr. D'Amico recommended sending the message board sign plan with a straight wall to the BOS due to concerns about making a change with the project contractor this late into the process. Responding to the request, Mr. Kendall produced the design (electronically) of the straight version of the wall and Mr. Buckley shared it with BOS. Concepts with both straight and curved walls were presented to the BOS. The concept with the curved wall is was accepted and being pursued. Mr. Buckley will share the email note he sent to the selectmen with Ms. Affleck-Childs.
- ❖ Assistant Town Administrator Allison Potter reached out to Mr. Buckley asking him to speak with DPS, DJ Chagnon of CBA, and Choate Construction Administration to discuss the changeable Community Message Board sign design. Mr. Buckley will attend the meeting.
- ❖ On the proposed bollards for Choate Park, Mr. Buckley communicated with the BOS, and Dr. D'Innocenzo, EPFRAC chair.

Discussion on DRC goals / priorities for FY2019

- ❖ This item was tabled. It will be discussed when all members are available.

Identification of possible sign violations to report to building commissioner

- ❖ Mr. Kendall reported that one of the temporary construction signs on Main Street that says “Businesses are open during construction” may be blocking visibility by exiting traffic.

Other Business as may come before the Committee

- ❖ Ms. Affleck-Childs said the Committee should start thinking about participating in guiding future choices for decorative banners for the new light poles on Route 109. Perhaps there could be some guidelines and selection process recommendations the DRC could offer. Ms. Walsh volunteered to take pictures of banners in neighboring towns to get an idea of what other communities are doing.
- ❖ Ms. Affleck-Childs reported that Medway Community Church will be submitting a minor site plan application to the Planning and Economic Development Board. It will be referred to the DRC for review and comment. MCC has purchased two properties on Slocumb Place. The minor site plan review will be for parking and other site improvements.
- ❖ The Community Forum on the Open Space and Recreation Plan update was held last week. There was a good turnout with about 30 people in attendance. There is a further revised draft of the updated Open Space and Recreation Plan document based on the feedback received at the Forum. It will be circulated for a 30 day review period. Once finalized it will be submitted to the State for review, comment and approval.
- ❖ The Oak Grove Zoning Task Force met two weeks ago. There will be an Oak Grove zoning workshop on Wednesday, August 8th. Ms. Affleck-Childs extended the invitation to all DRC members and encouraged them to attend.
- ❖ With Mr. Kevork leaving the Committee, Ms. Affleck-Childs talked about looking for a new DRC member to fill that position. Members agreed it would be helpful to find someone with graphic design skills to help with signs. She will post something to the Town’s Facebook page.
- ❖ Ms. Affleck-Childs said the sign review application for a business that opened in Medway Place will come before the Committee. It’s the location where TC Scoops used to be. It’s a Smoke Shop and the sign has green channel letters.

Adjournment

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

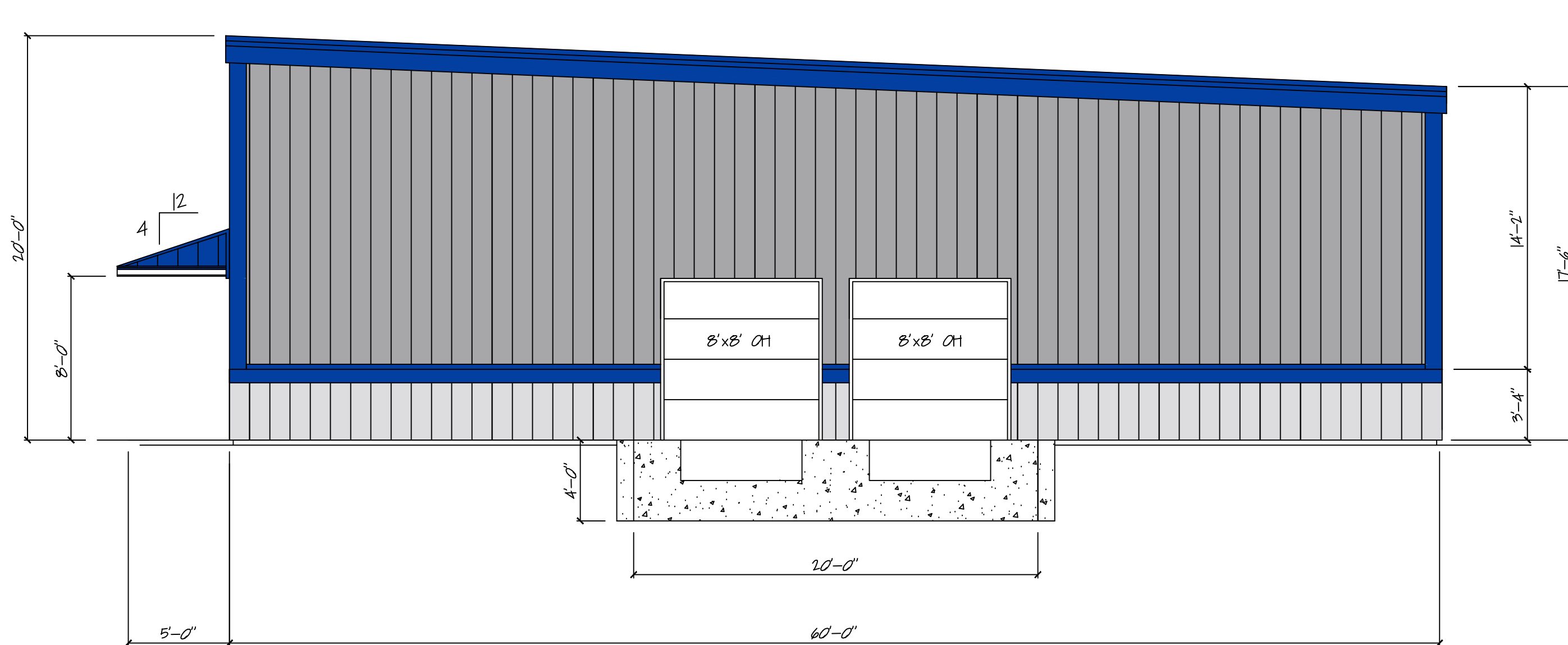
The meeting was adjourned at 8:20 p.m.

Respectfully Submitted,

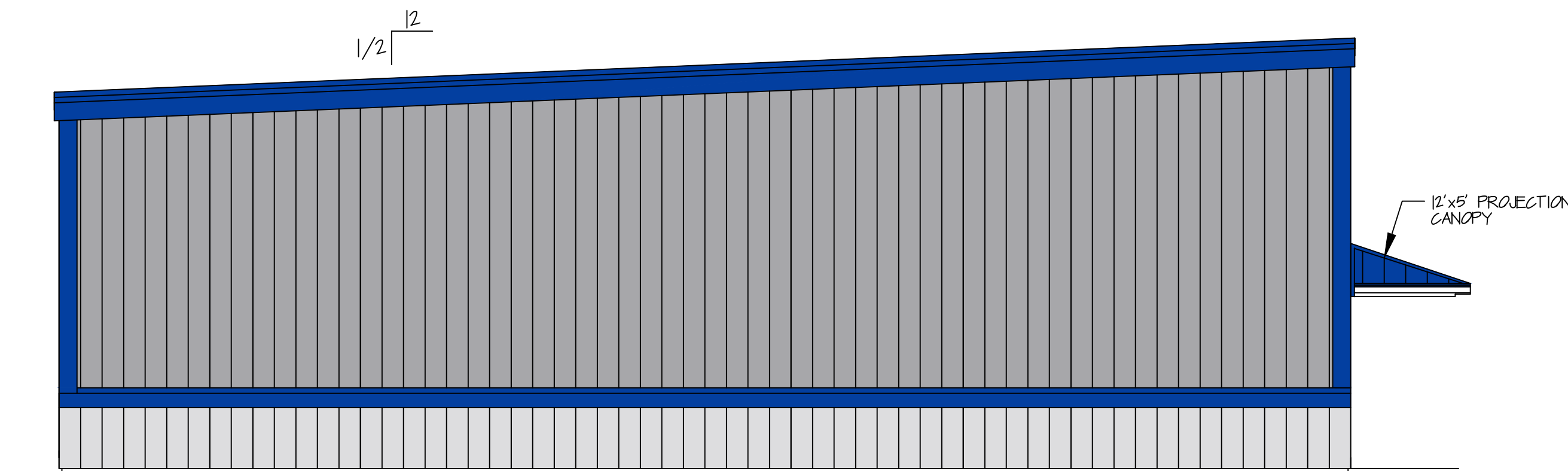
Sreelatha Allam



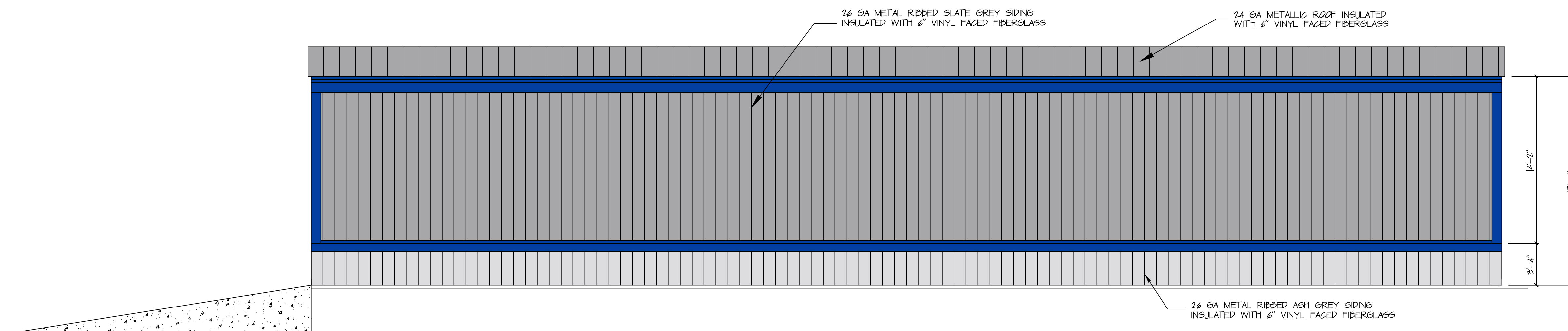
FRONT ELEVATION



RIGHT ELEVATION



LEFT ELEVATION



REAR ELEVATION

General Notes

TED GREENLAW
183 COLUMBIA STREET
HANOVER, MA

No.	Revision/Issue	Date

Firm Name and Address

PRIGGEN STEEL
133 FRANKLIN STREET
WRENTHAM, MA

Project Name and Address

CTS
430 FRANKLIN VILLAGE DR
FRANKLIN, MA

Project

ELEVATION

Date

6/20/18

Scale

3/16" = 1'-0"

Sheet

S-2