

## Board Members

Matt Buckley, Chair  
Janine Clifford, Vice Chair  
Jamie Ahlstedt, Member  
Tim Harris, Member  
Jessica Chabot, Member



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# TOWN OF MEDWAY

## COMMONWEALTH OF MASSACHUSETTS

### DESIGN REVIEW COMMITTEE

## DRC Meeting Minutes Monday, April 22, 2024 Zoom (Remote) Meeting

Members	Matthew Buckley	Janine Clifford	Jessica Chabot	Jamie Ahlstedt	Tim Harris
Attendance	X	X	Absent with Notice	X	Absent with Notice

*Pursuant to the provisions of Chapter 2 of the Acts of 2023, 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. All persons participated remotely in the meeting via Zoom.*

At 7:06 PM Mr. Buckley called the meeting to order and conducted a roll call of members present via Zoom as follows: Janine Clifford, Jamie Ahlstedt.

Also present via Zoom:

- Jeremy Thompson- Planning and Economic Development Coordinator
- Annmarie Fonteccio- Medway Historical Commission

Approval of DRC Meeting Minutes-  
None. Tabled for the next meeting-

### **Project Review: Medway Historical Commission (MHC)– High Street School -No.4 School House (Medway Library), Medway Train Station:**

Ms. Fonteccio from MHC attended the meeting remotely to discuss the signs. In the intro she stated that DRC approved two signs for MHC last year and installed by the DPW. The proposed signs (*see attached*) for both locations received approvals from the MBTA and the library. They will be presented to the Select Board on May 6<sup>th</sup>. Mr. Buckley commented that the sign graphic/picture looks good but fades at the edges. He suggested adding a border around the edge. Improving the picture contrast was intended to make the pics clearer and more visible. Additional label/caption (year taken) and related text on each picture was also suggested. Ms. Fonteccio said today's feedback from the DRC will be addressed in the final version of the signs before presenting to the Select Board. If approved, the signage will be installed in the next few months. Mr. Thompson will email the PEDB about DRC comments/ approval of the signs discussed today. He will also state the DRC decision at the PEDB meeting tomorrow.

## **OTHER BUSINESS**

### **Projects update from Planning and Economic Development office-**

For the design review guidelines update, 1 of 3 contacted firms responded expressing interest in the proposal. Mr. Thompson said the quoted price is on the high side (\$75,525-rough estimate) and most of the proposed tasks/ fee could be negotiated. The partial or whole funding for the effort could potentially be funded through the Massachusetts DTX initiative program (budget not to exceed \$25,000). If partial funding is awarded, then the remaining could be requested at the November town meeting. He will submit the draft application/ proposal to the committee for feedback. For timeline, the state grant will be awarded at the beginning of the FY2025, and the municipalities potentially receive them in mid-October to November.

Mr. Thompson stated that Planning Board (PEDB) will be voting on the 56 Summer St Multifamily Housing Overlay District (MHOD) special permit at tomorrow's meeting. Members asked if DRC recommendations were addressed in the projects final set of plans that the board will be voting. Members stated that the committee did not receive a confirmation on that front. Mr. Buckley will reach out to Mr. Harris to discuss and ensure that DRC feedback has made it into the final decision.

Mr. Thompson stated that for projects review there will be a couple small-scale multifamily units (21 High St and 192 Main St) coming in front of DRC soon. One application was already presented to ZBA for variance. Neither of them was discussed at PEDB yet. Discussion was to see if they can be discussed at DRC before going to the PEDB.

Mr. Buckley asked that 192 Main Street (multi family structure) be added to the next meeting agenda for site plan review.

### **Discussion of member recruitment-**

Members discussed ongoing recruitment efforts. The DRC currently has 5 members, needing 3 participating members per meeting to achieve quorum. Discussion revolved around bringing members with relevant experience who can contribute effectively. Mr. Thompson will reach out to Ms. Willa Codkind who expressed interest in the past in becoming a DRC member. There was talk about reaching out to Medway Business Council members to gauge interest in having a member join the DRC committee to satisfy the requirement in the General Bylaw and to incorporate business community perspectives on related DRC matters. During the discussion, it was mentioned that Ms. Chabot will be stepping down from the Planning Board soon. Mr. Thompson will check with her about continuing as the DRC member. Ms. Clifford's stated that her membership will expire in June 2024. Mr. Thompson will look into the process for her reappointment.

**PEDB Update-**

None.

Mr. Buckley made a motion to adjourn the meeting, seconded by Ms. Clifford.

**Roll Call Vote:**

***Matt Buckley- Aye***

***Janine Clifford- Aye***

***Jamie Ahlstedt- Aye***

***The motion passed.***

The meeting was adjourned at 8:30 p.m.

The next DRC meeting will be held on May 06, 2024.

Respectfully submitted,

Sreelatha Allam

Recording Secretary