



Town of Medway

**DESIGN REVIEW COMMITTEE**  
155 Village Street, Medway MA 02053  
(508) 533-3264 • FAX: (508) 321-4988

*Matthew Buckley, Chair*  
*Julie Fallon, Vice-Chair*  
*Tom Gay, Member*  
*Rachel Walsh, Member*  
*Mary Weafer, Member*  
*Lisa Graves, Member*

**Approved: 2/1/16**

Meeting Minutes: December 21, 2015  
Town Administrator’s Conference Room, Town Hall

**Call to Order:** – With a quorum, this meeting was called to order by Chairman Buckley at 8:02 p.m. No appointments.

**Attendees:**

	9/14/15	10/5/15	10/19/15	10/26/15	11/30/15	12/7/15	12/21/15
Matthew Buckley	X	X	X	X	X	X	X
Julie Fallon	X	X	X	X	X	X	X
Tom Gay		X			X	X	X
Mary Weafer	X		X	X	X		X
Rachel Walsh	X	X	X	X			X
Lisa Graves	X		X	X	X	X	

Planning & Economic Development Coordinator Susy Affleck-Childs and Dan Hooper also attended.

**The DRC attended the Board of Selectman’s Meeting from 7:00pm – 7:55pm.**

Chairman Buckley and Tom presented the final Design Review Guidelines in a slide show presentation to the Board of Selectman (BOS).

**Sign Design Review – Freestanding Sign for Tri Valley Commons, 72 Main Street**

DRC reviewed the signage with revisions. The sign is now in compliance. The size of the sign has been reduced. The #72 has been moved to the top center. LOR has already been done. Changes to be made to the letter by Chairman Buckley.

**Notes**

A motion was approved by the DRC: Regarding an application for signage, when the applicant has made the recommended changes by the DRC, the chair and vice-chair can review and come to an agreed conclusion on final signage outside of a DRC meeting if needed

**Minutes:**

**No minutes were reviewed.**

**Medway Bylaw Revisions discussion:**

- Susy has made recommended revisions
- Section 2.15 (a) , remove Medway Business Council as the 3 non-voting members
- How do DRC members come to be, an Associate member should have a trial period on both parties to see if it's a good fit
- Responsibilities of the DRC, Move #5 up to #2 or #3
- Municipal signs /designs should come before the DRC, in the past they have not
- Planning board to review the bylaws
- DRC to work with BOS on new electronic signage requested by BOS. Information displayed on electric signage, should be appropriate to town matters. What is the best location?
- How do we, the DRC , allow the electric sign in town, as the only one in town.
- Discuss electronic signage at next meeting; bring examples both good and bad. Keep it less distracting

**Budget for DRC in 2016**

DRC would like a new laptop, current one is 5 years old

Julie, who works on the current Mac as a tool for applicants on design recommendations, would like to still use a Mac.

**Action Items:**

- DRC members to bring electronic signs, and/or email to Julie.
- Susy to update the Medway DRC Bylaws
- Julie to contact Rich Boucher about replacing laptop
- DRC to review revised plans of Salmon/Willows project . Changes have been made, mostly technical regarding storm water drainage issues.

**Adjournment:**

With no further business before this committee, a motion was made by Chairman Buckley, seconded by Julie to adjourn at 9:30 p.m.

Respectfully Submitted,

Mary Weafer

December 21, 2015 DRC