

**MINUTES OF WESTBOROUGH DESIGN REVIEW BOARD**  
**January 18, 2017**

The Westborough Design Review Board held a regularly scheduled meeting in the Forbes Municipal Building, second floor, Suite 23. Members present were Debbie Schradieck, Chairman, Dan Martin, Vice-Chairman and Cindy DuBois. Members Todd Alexander and Mike Hally were absent.

**At 8:30 a.m.** the Design Review Board met to discuss the Forbes Municipal Building Exterior Renovation.

Due to a lack of quorum, the meeting started as a work session. Brian Humes of Jacunski Humes Architects, LLC of Berlin, Connecticut, the project architect, presented the plans for the Forbes Municipal Building renovation. The project proposes minor exterior and mostly interior renovations. The Design Review Board is concerned with work done to the exterior of the Building. The project will include some site grading, exterior building improvements to the façade, windows, doors, lighting, signage, stairways, handicap access ramps, concrete retaining wall and fencing along the cemetery side of the entry driveway. The building's facade bricks are in good condition. The brick will be cleaned not repaired or replaced. The front windows will all be replaced to match the existing historical windows in architectural design, size, shape and color. The roof and cornice pieces were recently redone and will not require any work. There will be the construction of a sally port in the back of the building with matching brick facade. The rear parking configuration will stay the same. There will be two entrances to the front of the building each one with similar stairs, handicap ramp and railing as the Town Hall. The Police entrance will have green dome lights which historically signify Police. Blue lights are not appropriate as blue is used at colleges and universities. The Forbes entrance will have white dome lights. Both entrances will have Gemini lettering in dark bronze and will match in size and height.

Member Dan Martin joined the meeting 9:10am, the meeting was called to order. The plans were represented by Mr. Humes for the Board to ask questions. The Plans discussed were entitled "Addition and Renovations to Forbes Municipal Building" and were dated January 25, 2017 containing 21 pages. Members of the Board asked questions about window design, entry doors, hand railings, signage and sign lettering, façade and signage lighting, screening for roof mechanicals, and the iron fence along the cemetery side of the property.

**Chairman Debbie Schradieck made a motion that the Design Review Board approve the additions and renovations to Forbes Municipal Building as shown on the plans entitled "Addition and Renovations to Forbes Municipal Building" dated January 25, 2017 containing 21 pages. The following two changes are requested; the lettering on the building is to be Gemini Lettering, Times Roman Bold, dark bronze anodic finish and both 15" and 12" height to match existing lettering heights and behind the building there will be a concrete retaining wall with new posts matching and connecting to the existing posts.**

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**The existing fence will be replicated along the cemetery. The motion was seconded by Member Cindy DuBose and it was unanimously voted.**

The members reviewed the minutes from the past meetings.

**Chairman Debbie Schradieck made a motion that the Design Review Board approves the meeting minutes of the September, 28, 2016, September 1, 2016, August 3, 2016, July 28, 2016, July 12, 2016 and June 29, 2016 with discussed edits. The motion was seconded by Member Cindy DuBose and it was unanimously voted.**

There being no further business to discuss, the meeting adjourned at 9:57a.m.

Respectfully,  
Destiny Ashworth/Administrative Assistant

APPROVED:



Debbie Schradieck, Chairman

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Cindy DuBose

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Dan Martin

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Mike Hally

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Todd Alexander