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TOWN OF NORTHBOROUGH DESIGN REVIEW COMMITTEE

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March 20, 2024**Design Review Committee****Meeting Minutes****Approved April 11, 2024**

This meeting of the Design Review Committee was held in Conference Room B, Town Hall.

Members Present: Amy Poretsky, Chair; Lisa Maselli, Mark McMenemy

Members, Absent: David Veron

Others Present: Michelle Cilley, Planning Assistant

Others Absent: Laurie Connors, Planning Director

The meeting was called to order at 9:05am.

Approval of Meeting Minutes from 1.11.24

These minutes were tabled to a future DRC meeting.

Design Review Rubric – Continued Review

Mark McMenemy reviewed a score card/rubric he created by importing the Design Review guidelines into an Excel spread sheet.

He sent the scorecard to Ms. Connors in advance who reviewed and had some wording changes. The board reviewed and accepted the changes that were noted by red lettering. There were a few additional changes hi-lighted in yellow that will be reviewed at the next meeting. Ms. Maselli had an addition to the check sheet; sign placement on buildings. Mr. McMenemy will add and send changes to Ms. Connors.

At 10:15 the committee headed to 61-65 W. Main Street, the Site of the Proposed Fire Station for a joint meeting with the Fire Station Building Committee.

There was a presentation of the building materials by HKT architects. The choices included three red brick color choices, a lower building layer of a contrasting brick consisting of a sand or brown color, a ground level layer of limestone, metal roofing samples and the metal samples for the detailing around the apparatus bay doors which consisted of green, brown and grey colors. The metal on the apparatus doors were described as emulating a historical look. There was a discussion about this being a public bid project so they need to specify colors but the colors aren't always exact because of the way the public bid process works. HKT distributed a handout that included sample pictures (see attached).

The design review committee reconvened at the Town Offices Conference Room B at 12:30 pm. Members discussed the joint meeting at 61-65 Pierce and discussed recommendations to the Fire Station Building Committee.

There was a consensus on the following choices: Brick Color: Harbour Collection Irish Gold, Option 2: the lighter Contrasting Brick color for the lower level, dark green for the metal roof and apparatus bay surround doors, cobblestone wall product. The fencing on the wall was discussed and the committee agreed they would like to see a street view rendering of the site including the building, wall, fence, and plantings. The committee agreed that the pergola would not be their choice on the back terrace. Ms. Maselli stated that continuing the sidewalk straight along the road similar to Avidia Bank and ending at the West Side of the property would be preferred and the committee agreed to recommend that as a waiver. Michelle Cilley will help draft a letter to the Fire Station Building Committee with their recommendations and also list of outstanding items. The committee decided they should meet for an hour next week to finalize the score card. Mr. McMenemy agreed to update and send changes to Ms. Connors and Ms. Cilley.

Meeting adjourned 1:15 pm

Minutes submitted by Amy Poretsky