

**RECEIVED**

By KWilber/Assistant Town Clerk at 9:51 am, Jun 14, 2024

# TOWN OF NORTHBOROUGH DESIGN REVIEW COMMITTEE

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5040 x7 • 508-393-6996 Fax

**April 16, 2024****Design Review Committee****Meeting Minutes****Approved as Amended June 13, 2024**

This meeting of the Design Review Committee was held in Conference Room B, Town Hall. The meeting was also conducted via Zoom. Members of the public were encouraged to attend the meeting in person, watch using the Zoom link provided on the agenda or watch on cable tv. There was no opportunity for public comment.

The meeting can be viewed at

<https://www.youtube.com/watch?v=vhEtGyNWw4U&list=PL2mWMhvXDP2jEcEYII3OQcq1H4fKZ1CI8&index=41>

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

**Members Absent:** David Veron

**Others Present:** Laurie Connors, Planning Director; Robert Frederico, Building Inspector and Zoning Enforcement Officer

**Others Present, remotely:** David Parenti, Fire Chief; Janet Slemenda, HKT

The meeting was called to order 1:05pm

## **Continued Review of 61-65 West Main Street (Fire Station)**

Ms. Poretsky explained the purpose of the meeting was to determine if a memo would be drafted from this committee to present to the Planning Board for its meeting that evening, or if there was new information to bring forward at the DRC's next meeting on May 9.

Ms. Slemenda said that since the original schedule had included a meeting date with the DRC on May 9, they'd planned to provide answers to any loose ends at that time. Ms. Poretsky said typically, the applicant advances to the permitting authority after they've been through Design Review. Ms. Connors said it is hard to foresee how long a project is going to be before Design Review and that it is not unusual to file concurrently with the permitting authority during the process of going through design review.

Ms. Maselli said that she'd asked repeatedly for landscape elevations. Ms. Slemenda said they'd been waiting for review from this committee on the landscape plantings.

Ms. Maselli asked if it had been determined which materials would be used. Chief Parenti said he believed that the final palette selected by the FSBC would be provided at the May 9 meeting. Ms. Slemenda said she didn't have those notes with her but that they plan to use aluminum that they can color match.

Ms. Maselli said she'd asked about an elevation of the front entrance along with the landscaping. Ms. Slemenda said that could be produced after the landscaping was reviewed; due to the expense and the time involved, they would prefer to wait until the color has been selected and other outstanding items have been resolved. She shared a slide which depicted the front of the building at an angle, but without the landscaping, and a slide of a north elevation with computer-simulated tree plantings for context.

Fence details were next discussed. The fence on the retaining wall will be wrought iron and 42" high. Masonry was proposed for the dumpster enclosure which will match some detail of the building. Ms. Poretsky thought the fence should be higher since the retaining wall is 30 feet high, 42" is shorter than a pool fence, which is required to be 48" for safety. She suggested 5 feet. Mr. Frederico said 42" was the standard.

Ms. Poretsky suggested an overhang at the front to protect from sliding snow. Chief Parenti said a four-foot recess was increased from 2 feet based on the concerns of Design Review. Ms. Poretsky didn't believe that would still provide protection from the snow. Ms. Slemenda asked if she was referring to the higher roof; Ms. Poretsky said yes. Ms. Slemenda said they have measures planned against that, such as snow tabs, gutters, pipe rails. Ms. Poretsky wasn't confident that would help. Ms. Slemenda said large overhangs can be problematic; they are hard to support and expensive to build. She indicated the location of a downspout by the entrance.

There will be a vestibule upon entry, and another set of glass doors approximately 7 feet beyond. The exterior doors will be open to the public, the interior doors will be locked, a buzzer will be used for entry.

Ms. Poretsky asked members for direction on how to proceed regarding the Design Review Committee memo. Discussion followed. Ms. Poretsky will follow up with Mr. Veron after this meeting regarding review of the landscaping. Colors have already been decided upon by the FSBC.

Ms. Connors said she would forward the Town Engineer's memo to Ms. Slemenda that she'd just received with his comments and questions on the stormwater mitigation plan. Ms. Slemenda said she could facilitate a conference call between Mr. Litchfield and Pare.

Ms. Connors will reach out to the DPW Director regarding snow removal.

Ms. Connors cautioned members to use the matrix with the original language in scoring the project. The new matrix will have to be approved by the land use boards before it is put into effect. Staff and members present agreed the matrix will help simplify the review process, but it wasn't intended to be used for this project.

**Approval of Meeting Minutes from 3.7.24**—Tabled to next meeting.

Ms. Maselli made a motion to adjourn the meeting. Mr. McMenemy seconded the motion. A show of hands indicated that all were in favor.

The meeting was adjourned at 2:03pm.

Respectfully Submitted by  
Michelle Cilley, Board Secretary