



Design Review Board Meeting Minutes
Monday, December 6, 2021
7:30 PM

Board Members:

Mark Gluesing, Chair (P)
Bob Dermody, Board Member (P)
Len Karan, Board Member (P)
Chad Reilly, Board Member (P)
Rana Mana-Doerfer, DRB Recording Secretary (P)
Elisa Litchman, Administrative Assistant, Planning & Community Development (P)

Applicants & Attendees:

1. Steve Schwede, FastSigns representing Fullerbrook Development at 15 Oak Street and applying for signage.
2. Joey Fonseca, Project Manager, Bohler Engineering representing Chase Bank at 173 Chestnut Street and applying for façade work, signage, and landscaping.

Mr. Chair called the meeting to order on December 6, 2021, at 7:30 PM EST.

Mr. Chair notified attendees of new public meeting orders issued by the governor of Massachusetts.

Agenda Item 1:

FastSigns representing Michael Tedoldi development at 15 Oak Street and applying for signage. – Steve Schwede

Mr. Schwede explained to the Board that they wish to install a sign which is comprised of Betsy M. Tedoldi's signature and the words "Memorial Building" beneath it. The sign is 9.4 Sq. feet big, 72.32 inches wide, and 18.74 inches high. The letters are 3D ½" thick flat cut out metal letters, painted with a gloss finish, and mounted flush to the wall with studs. The signature "Betsy M. Tedoldi" is blue (Benjamin Moore Blue 2066-10), and "Memorial Building" is a plain black.

Mr. Reilly said he thinks it looks fine, but he can't tell exactly how big the sign will be, and he is worried the signature along with the words "Memorial Building" might be too crowded, perhaps better to make it smaller.

Mr. Dermody said with all due respect to the builder and the sentiment, but he finds the signature hard to read, is there a way to clean it up without changing the signature itself. Mr. Schwede said this was the cleaned-up product.

Mr. Chair asked if there will be any lights installed to illuminate the sign in the evening. FastSigns was not planning to install any lighting. The sign will be illuminated from whatever lighting exists.

The Chair and the Board members deliberated on the thickness of the font for "Memorial Building". The Chair asked Mr. Schwede to reduce the letter thickness but he did not believe it was necessary to make it a condition of the approval.

Motion to approve the sign with the condition that they paint the edges of the letters, and consider the suggestion that the letter stroke be reduced made by Mr. Dermody.

Seconded by Mr. Reilly.

Name	Aye	Nay
Mark Gluesing	Aye	
Bob Dermody	Aye	
Chad Reilly	Aye	
Len Karan	Aye	

Agenda Item 2:

Bohler Engineering representing Chase Bank at 173 Chestnut Street and applying for façade work, landscaping, and signage - Joey Fonseca, Project Manager

Mr. Fonseca who is a Project Manager for Bohler Engineering came before the Board representing Chase Bank.

Chase Bank is moving into 173 Chestnut Street, which is the former 7/11 store. It is a 2100 square foot site. The parking lot was recently paved/sealed. It has 14 standard parking spots and one accessible parking spot, drainage is collected via single catch basin in the center of the parking area.

They are proposing façade changes on the building, and an interior fit out. No changes to the parking lot except grading it to conformance at entrances. A trash enclosure will be placed to the left side of the building. No changes to the building itself will be done except a soffit will run some duct work for an HVAC unit that is on the west side of the building.

The main doors at the parking lot will remain as they are. The door on Chestnut Street will be filled in as a window, and the façade will be painted.

The landscaping will be refreshed, new shrubs will be added, and new grasses will be added. The shrubs are a mix of rosebush with taller grasses near pylon, Japanese Holly, Mountain Laurel, Arborvitae along driveway with larger trees, and Rhododendrons in the bigger planting beds by the front of the building. Mr. Chair commented that the site will be more significantly landscaped than before.

A small (6ft.) white vinyl fence will be added around the trash enclosure and mechanical equipment on west side. The Board discussed the fact that with a white building the fence will blend in well.

Mr. Reilly asked if there is an irrigation system that exists or to be installed for the landscaping. Mr. Fonseca was not aware of any irrigation systems being installed. However, Chase Bank does have landscaping requirements so their plantings will be attended to.

Mr. Dermody asked if the concrete walk where the door facing Chestnut St, will be filled in or remain as is. Mr. Fonseca said it will be filled in with landscaping.

Mr. Chair asked if the ramps are sloped will they not require any handrails. Mr. Fonseca said they are re-grading less than a 6" rise it so it will not require handrails.

There are two parking lot lights that exist currently, around 20 feet high and flank the building. They are remaining with new LED heads. There will be some recessed lighting installed in the overhang of the front door facing Oak Street. There is a bulkhead door on the west side that will remain and has an overhead light.

Motion to approve building façade changes and the landscaping plan as submitted, made by Mr. Dermody.

Motion seconded by Mr. Reilly.

Name	Aye	Nay
Mark Gluesing	Aye	
Bob Dermody	Aye	
Chad Reilly	Aye	
Len Karan	Aye	

Chase Bank is also proposing two signs, one facing Chestnut Street, and one on the Oak Street side.

Facing Oak Street, they wish to install the octagon logo. The logo will be in the signature Chase blue color, roughly 48" by 48" (16 square feet) and 1-1/2" projection, backlit.

On the Chestnut Street side, they wish to install a sign that says “Chase” along with the logo. The sign is 25.6 square feet in total, 20” high, the Chase channel letters portion is 3” projection, backlit as well and the logo is 4-1/2” thick.

The pylon sign will remain and will be refaced, the final design is not yet finalized. Mr. Fonseca understands they may require a special permit application for the pylon sign.

Mr. Chair said that they have two by-right signs, they could have the pylon and the wall sign, or two wall signs, but not all three. He could ask to have the pylon and a wall sign be their by-right signs. Then they could apply for a special permit for the other wall sign. Mr. Chair commented that he was leaning against the Oak Street sign. Perhaps it should be reduced in size and considered a graphic, rather than a sign.

Mr. Dermody said the Chestnut Street sign looked fine, however because PDF renderings never really show you how it will look in real life, he is inclined to make the Oak Street graphic sign smaller.

Mr. Reilly said the sign on Chestnut Street looks fine, the letters are a little bit big, but the sign is so simple that it’s not busy. The sign on Oak street should probably be more like 30 inches as a graphic element.

Mr. Karan also agreed that 3 x 3 would be better for the Oak Street facing logo.

Overall, the Board members had reservations about the logo on Oak Street, they found it too big. Mr. Reilly suggested approving the Chestnut Street sign and defer consideration of the second sign on Oak Street until Chase gets the final design of their pylon and that could be their second sign.

Mr. Chair asked Mr. Fonseca if the pylon sign design is similar to what they had in mind or is it just a placeholder image as the Chair along with the Board members did not want to approve the Oak Street sign, but rather have it reduced and treat it as an architectural graphic element. Mr. Fonseca said yes, the pylon sign in the packet previously mailed to the Chair is what would be proposed for it. That information was not part of the public application so will not be considered at this time.

Ultimately Mr. Chair recommended that Mr. Fonseca needed to come back for the pylon sign and the Chair recommended he speaks with the Building Inspector to get his opinion on whether it needs a special permit.

Motion to approve the Oak Street sign with the condition that the graphic element be reduced to 36 inches, and to approve the Chestnut Street sign as submitted, made by Mr. Dermody.

Seconded by Mr. Reilly.

Name	Aye	Nay
Mark Gluesing	Aye	

Bob Dermody	Aye
Chad Reilly	Aye
Len Karan	Aye

Minutes:

No minutes were available for review. Minutes will be provided to the Board for the 12/20/21 meeting.

Motion to Adjourn:

Motion to adjourn the Design Review Board meeting made by Mr. Dermody.

Motion was seconded by Mr. Reilly.

Meeting adjourned at 8:20 PM.

Name	Aye	Nay
Mark Gluesing	Aye	
Bob Dermody	Aye	
Chad Reilly	Aye	
Len Karan	Aye	

Future Meetings:

December 20, 2021

Via Zoom