

**DESIGN REVIEW BOARD  
MEETING MINUTES**

April 14, 2021  
36 Bartlet Street  
VIRTUAL MEETING

**Call to Order:**

The meeting was called to order at 6:31 p.m. Present were members Craig Gibson, Paul Maue, Suzanne Korschun, Anita Renton and Eric Daum.

**APPLICATIONS**

**Elsie's Pantry, 90 Main Street, Unit 2**  
DRB-21-6 (GB)

Ms. Conners-McCarthy, business owner, presented the application for a vinyl window graphic on the outside of the window. This will be installed in the center window and will take up  $\frac{3}{4}$  of the window. The images of the oil, jam, and coffee are also part of the graphic. The graphic will have a white outline. Ms. Korschun recommended doing the graphics in white because the white will show up better with the darkness behind the window. Ms. Korschun also recommended raising the words "Elsie's Pantry" up above the horizontal lines to make them easier to read. The graphic company said the graphic will be on the outside, opposed to the inside, where it would more difficult to read with the reflection. The DRB will leave it up to the Building Commissioner to address the issue of where the sign is mounted. Mr. Gibson questioned what is transparent and what is not on the graphic. Ms. Conners-McCarthy said the lines will be a solid color but the space between will be transparent. The part that says "Artisan Food & Gifts" with the black background will actually be a clear background.

Ms. Korschun moved to accept the application with the adjustment that the words "Elsie's Pantry" moved up above the graphic.

Ms. Renton seconded the motion.

**Vote:** Unanimous (5-0)

**Andolini's, 19 Essex Street**

This application was for outdoor dining. There are no changes from last year's setup.

Mr. Maue moved to accept the application as submitted.

Mr. Gibson seconded the motion.

**Vote:** Unanimous (5-0)

### **Uburger, 89 Main Street**

This application was for outdoor dining. There are no changes from last year's setup.

Mr. Gibson moved to accept the application as submitted.

Ms. Renton seconded the motion.

**Vote:** Unanimous (5-0)

### **Perfecto's Café, 79 North Main Street**

This application was for outdoor dining. There are no changes from last year's setup.

Mr. Maue moved to accept the application as submitted.

Ms. Renton seconded the motion.

**Vote:** Unanimous (5-0)

## **DISCUSSION**

### **Old Town Hall Up-lighting**

Paul Materazzo, Planning Director presented the new changes to the Old Town Hall. They are proposing to do up-lighting to the front and back of the building as well as to have the lights change colors. Mr. Materazzo said they have been discussing for a few years now about up lighting a few of the municipal buildings. He said they are working with the lighting company and want to know any suggestions that the DRB has to how they would move forward with curating the rhythm of the lights throughout the year. Ann Ormond's recommendation was to change the lights to the color that matched something happening in that month. For example October is Breast Cancer Awareness month so the lights would be pink in support of that. Mr. Gibson wanted to know if the lights come on at dusk and Mr. Materazzo said that is correct. Mr. Gibson feels the way it is positioned is not flattering and streaky with deep shadows. Mr. Daum doesn't feel it is projecting the sophisticated New England Main Street idea that we are trying to project. The lighting fixture that is currently there would be the permanent fixture they are looking to install. Mr. Materazzo said he can bring the information back to the light company and see what other modifications they can consider for the fixture. Ms. Ormond is working on putting the lighting on a schedule.

## **Town Yard update**

Ms. Korschun said they met this afternoon and the applications for the RPF are due April 22<sup>nd</sup>. The committee will be evaluating the applications and follow the list of standards that were set to make sure they are meeting the goals of the development of the Town Yard.

## **Minutes**

### **Meeting March 10, 2021**

Mr. Maue motioned to accept the minutes with changes discussed.

Vote: Unanimous (5-0)

### **Meeting March 30, 2021**

Mr. Maue motioned to accept the minutes with changes discussed.

Vote: Unanimous (5-0)

## **Adjournment**

There being no further business, the meeting of the Design Review Board for April 14, 2021 was adjourned at 7:24 p.m.

Respectfully Submitted,

Gina Decareau

Approved at 5/12/21 meeting