



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
www.grafton-ma.gov

Grafton Historic District Commission

MINUTES
REGULAR MEETING
Conference Room F
January 21, 2016
7:00 p.m.

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Member Attendees: John Morgan, Bill Nicholson, Bob Perla, Paul Scarlett, Brad Schlapak, John Stephens
Non-Member Attendees: Andy Deschenes, Nick Bernat

- **Call to Order**
 - Mr. Morgan called the meeting to order at 7:05.
- **Approval of Minutes from October 15, 2015**
 - Mr. Stephens motioned to accept the minutes as submitted. Mr. Perla seconded the motion, there was no further discussion and the motion passed unanimously.
- **Bills**
 - None to discuss.
- **Old Business**
 - Design Guidelines and Property Owner Handbook
 - Distribution of the handbook was discussed and it was agreed that Mr. Morgan would work through the Town Administrator's office to have 20 copies printed/bound by Staples. Mr. Morgan will also forward updated mailing list to Mr. Scarlett who will coordinate their delivery. As some members may wish to hand deliver the handbook to some owners, he will first loop back with committee members regarding this once the booklets are available.
 - Common Landscape Design Review (Natura Landscape Design Inc.)
 - Mr. Bernat presented his completed model of the planned work on the Common along with a large presentation board providing project highlights. He also passed out a project handout outlining the intent of and motivation for the project along with details of the work being recommended. Lighting selections were reviewed and the "1861" design was selected. Mr. Scarlett recommended that given the relatively low cost to replicate the archways/lanterns at the four entrances (\$10,200), consideration be given to completing the fifth archway/lantern that had been situated in the center of the Common.

There was concurrence by those present that this should be included in the proposal put forth. Mr. Nicholson voiced his preference for brick to be used for all walkways (with cobblestone edging), which all agreed should be the recommendation made. Mr. Bernat was requested to update the model and presentation board to reflect these adjustments and to also retain photos of the model/board in their current state. Next steps following completion of these updates will be a presentation to the Board of Selectmen and, ultimately, a request for funding from the Community Preservation Committee.

- Traffic Island & Roadway Reconfiguration Update
 - Mr. Morgan advised that he had spoken with Mr. Willardson (Assistant Town Administrator) regarding status of this project. Mr. Willardson advised that Jeff Walsh of Graves Engineering is putting the finishing touches on the drawings associated with approved Phases 1-3 of the overall 6 project phases that were presented to the Board of Selectmen last fall. It is anticipated these plans will be completed sometime in February or early March and the work will then be put out to bid.
- **New Business**
 - Congregational Church Thrift Shop Sign Application
 - Mr. Deschenes reviewed the church's application to install a restored 1950's era sign for the Thrift Shop at the location of the building's side entrance near the vertical lift. The only concern raised was a preference to have the sign mounted on the wall of the building rather than hanging from the soffit above the side entrance facing the street. Mr. Deschenes indicated he concurred this was a better approach as it would make the sign more secure as well as visible when approaching from the parking lot. Mr. Nicholson motioned to accept the application with the sole amendment as noted above; Mr. Schlapak seconded. Mr. Scarlett recused himself due to Apple Tree Arts status as a tenant of the church. The vote of the remaining five members was unanimous in support of the motion.
- **Executive Session**
 - None held.
- **Adjournment**
 - Mr. Stephens motioned to adjourn at 8:50 PM, Mr. Schlapak seconded and the vote passed unanimously.

Minutes respectfully submitted by Paul A. Scarlett, clerk.

