



Town of Ashland

MASSACHUSETTS

Design Review Committee Meeting

Thursday, March 30, 2023 at 7:00 PM

Approved on Thursday May 4, 2023

Present: Cathy Rooney, Chair (CR)
Bill Novakowski (BN)
Kevin Mowatt (KM)
Ujwala Pawnarkar (UP)
Hannah Stein (HS)
Brendan Carey (BC)

Staff: Alvaro Esparza, Asst. Town Planner

Public: Mark Dassoni

1. Cathy Rooney asked for a motion to call the meeting to order, Bill Novakowski motioned, Ujwala Pawnarkar seconded; meeting opened at 7:13pm.

2. Correspondence
Review of conflict of interest deadline- all members must have completed the course by March 31st.

Discussion of the informational site walk for the upcoming 9-49 Homer Ave project.

3. Administration
Cathy Rooney asked for a motion to have Kevin Mowatt be the co-chair for meetings. Kevin accepted the role, although he noted that he is evaluating his position when his term ends. Bill Novakowski motioned, Ujwala Pawnakar seconded, all voted Aye.

Discussion followed on the meeting process and meeting minute process. The responsibility for the Secretary and submitting meeting minutes will be rotated.

4. Reports
Review and discussion on the latest Sustainability Checklist. The Design Review Committee added comments and suggestions to the checklist items.

5. Discussion on bylaws, guidelines and changes
Discussion on status of ongoing projects- signage guidelines, bollard guidelines, and the creation of a log for documenting the DRC comments on a project and the resolution of each comment. There was no update on the signage guidelines. Brendan Carey volunteered to create a draft of the document with pictures of various styles of bollards. Kevin Mowatt and Brendan Carey agreed to work on the comment log.
6. Cathy Rooney asked for a motion to adjourn at 9:28. Kevin Mowatt moved, Ujwala Pawnarkar second. All voted Aye.