

Town of Franklin



Design Review Commission

**Tuesday, February 8, 2022  
Meeting Minutes,**

Chair James Bartro called the above-captioned meeting to order this date at 7:00 PM, as a remote access virtual Zoom meeting. Members in attendance: Chair James Bartro, Vice Chair Sam Williams, Gerald Wood. Members absent: Venkata Sompally, Associate Chris Baryluk. Also present: Maxine Kinhart, Administrative Staff.

As stated on the agenda, due to the continued concerns regarding the COVID-19 virus, this meeting will be conducted as a remote/virtual Design Review Commission meeting. In an effort to ensure citizen engagement and comply with open meeting law regulations, citizens will be able to dial into the meeting using the provided phone number, or citizens can participate by using the Zoom link provided on the agenda. This meeting was recorded.

Chair Bartro announced that Mr. David Bertoldi is auditing the meeting as a candidate for the Commission. He stated that there is a full-time position opening and an associate position opening on the Commission.

**1. Professional Physical Therapy – 340 East Central Street–** Install channel letter signs and pylon faces.

Mr. Cam Afonso of Signs by Cam, Inc. addressed the Commission. He stated that they will be installing an internally illuminated channel letter sign and pylon faces; he explained the method of mounting to the building. Chair Bartro confirmed the attachment method was included in the submission. Mr. Williams confirmed it would not have rounded sides.

**Motion:** To **Approve** the sign package as submitted. Motioned by S. Williams. Seconded by G. Wood. Roll Call Vote: Williams-YES; Wood-YES; Bartro-YES. Voted 3-0-0.

Chair Bartro gave an overview of the Commission's responsibilities. He explained that the Design Review Commission has a dual purpose. The Commission has approval authority on signage and recommendation input to the Planning Board on site plans as to landscaping and lighting and building plans as to exterior design, colors, and materials. He noted the difference between permanent and temporary signage according to the bylaw.

**Approval of Minutes: January 25, 2022**

**Motion:** To **Approve** the January 25, 2022 Meeting Minutes as presented. Motioned by G. Wood. Seconded by S. Williams. Roll Call Vote: Williams-YES; Wood-YES; Bartro-YES. Voted 3-0-0.

**General Matters - Old Business**

Ms. Kinhart noted that Liquor World will be before the Commission at the next meeting.

Chair Bartro stated that he has continued to reach out to candidates. He reiterated that Mr. Bertoldi is attending tonight's meeting. There is another candidate who should be attending the next Commission meeting. He noted that there are two openings available on the Commission.

He stated that Ms. Kinhart checked and there were no Design Review Commission approvals for the Siena Analytics sign. He stated it is confirmed that it did not come before the Commission. However, the building commissioner found that there is a permit on file for it. Chair Bartro stated it may be an item that slipped through the cracks. He confirmed that Mr. Fitzgerald's resignation letter was received, and Ms. Kinhart was provided with the address as she requested.

**General Matters - New Business**

Mr. Williams stated that Botera still has their now open sign up. He stated that it is probably a temporary sign which needs to be removed now.

**Motion to Adjourn** by S. Williams. Seconded by G. Wood. Roll Call Vote: Williams-YES; Wood-YES; Bartro-YES. Voted 3-0-0.

Meeting adjourned at 7:24 PM.

Respectfully submitted,

*Judith Lizardi*

---

Judith Lizardi  
Recording Secretary