

**TOWN CENTER DESIGN REVIEW BOARD
SPECIAL MEETING MINUTES, November 28, 2023**

DESIGN REVIEW BOARD MEMBERS PRESENT: George Fields - Chairman, Matthew Falkowski (Remote), Robert Borg

STAFF: Bill Hawkins, AICP – Director of Planning & Development

OTHER: Applicant(s) - Dr. Sean Willcutts (Remote), Dave Gauthier, Kevin Goff

The meeting was called to order at 1:30 P.M.

File# 2023-DRB5: Request from Sean Willcutts of Suffield Professional Center, LLC to install a ground mounted sign at 226 Mountain Road. Map 24H, Block 30, Lot 131-1.

Dr. Willcutts addressed the board with the request to install a new freestanding sign on the eastern side of the property in front of the building at 226 Mountain Road. The office building will have two tenants, Ivy Rehab Physical Therapy and Dr. Willcutts dental practice. The sign was designed to look similar to the existing sign at an office building nearby. Dr. Willcutts stated that the sign will be double sided, built out of PVC, with raised numbers for the address. A spotlight will be installed on the ground for illumination. Mr. Borg asked if there will be any other lights and Dr. Willcutts said the only light will be the spotlight. Mr. Hawkins stated that the sign will have to be placed behind the road right-of-way and showed a map indicating the property lines. He also stated that the size and height of the sign meet the requirements of the regulations and that the proposed colors are similar to those in the color palette.

With nothing further, Mr. Borg made a motion to approve the sign as presented. The motion was seconded by Mr. Fields and approved unanimously 3-0-0.

File# 2023-DRB4: Request from the Veteran’s Memorial Expansion Committee to install two new memorials at the Veteran’s Memorial. Map 43H, Block 45, Lot 272.

Chairman of the Committee, Dave Gauthier presented the two new memorial stones that will be installed to the west of the existing memorial on both sides of the sidewalk to Main Street. Mr. Gauthier explained that the memorials will be 4 feet in height with a 1 foot base for a total height of 5 feet and they will be 8 feet wide. He stated the stones will be made out of the same granite from the same quarry as the original monument. Discussion took place about lighting, design, location, and method by which the memorial stones will be attached to the base. Mr. Gauthier stated that one of the monuments will have names on the back and the second will be used for names in the future as needed. With nothing further, Mr. Borg made a motion to approve the proposed memorials as presented. Mr. Fields seconded the motion which passed unanimously 3-0-0.

Respectfully submitted,



Bill Hawkins, Recording Secretary