

**DESIGN REVIEW BOARD  
DRAFT MINUTES  
August 16, 2017**

Members Present: Jeff Bendis, Don Olson, Nancy Sevchenko, Jack Rossi,  
Members Absent: Beverly Humpstone  
Others Present: Brian Bontrager, Alex Kim, Michael Brands

**I. CALL TO ORDER**

Chair Bendis called the meeting to order at 4:00 p.m.

**II. PUBLIC HEARINGS**

**A. V-3334-17 Penelope & E. Roe Stamps**

The application is for Design Review Approval to vents to north elevation. The property is located at 30 Elm Street in Residential Low Density / Design Review District.

Mr. Kim, Haynes and Garthwaite architects, presented the application.

The Board reviewed photographs of the building and proposed vents.

The vents would be placed on the north facade of the building.

An existing vent located above a window would be removed. This would be replaced by a similar vent placed much lower on the wall. The area would be clapboarded over to match existing. This vent is located directly behind the porch and would not be visible by the general public.

A gas fireplace vent is proposed further west, just beyond a bay window. The vent would be located in line with the height of the bay window roof. The proposed vent measures 14" long, 12" wide and 9" deep. After discussion, the applicant agreed to place a shroud over the vent. The shroud would be painted to match the color of the clapboards, thereby making it less visible.

After further discussion, the Board agreed to have the request approved as a minor application to be issued administratively.

**B. V-3335-17 Florence Short**

The application is for Design Review Approval to replace windows. The property is located at 39A Elm Street in Residential Low Density / Design Review District.

Mr. Bontanger, contractor, presented the application.

The Board reviewed photographs existing and proposed windows.

The owner of a condominium unit would like to replace 16 windows with modern energy efficient windows. The current windows are old and in need of repair. Window inserts would be used which replaces just the window and sash. The frame is not touched.

The replacement inserts would be Marvin aluminum clad double glazed windows. The windows would have a half screen and would match the original 6 over 6 configuration.

The condominium unit is on the lower floor only. Windows on the second floor are part of a separate residential unit and would not be changed. The windows are on the south and the west (facing Elm Street) elevations.

The applicant wishes to match the look of the existing windows as much as possible. Mr. Bontanger would add a narrow trim board around the window to resemble the storm frame found on the upper original windows. A mock up of the window was shown which shows how the trim board would be placed.

After discussion, the Board agreed to have the request approved as a minor application to be issued administratively.

### **III. OTHER BUSINESS**

#### **A. Street Scape**

The Economic Development Committee sent a request for proposal to a number of landscape architects. The request is for street scape proposals that would include Route 4 from Tribou Park west to St. James Church. The EDC desires a concept plan with benches, attractive trash containers, street trees and other elements that would unify, enhance and enliven the downtown core.

The work would be paid out of the 1% from the local rooms and meals taxes that area businesses pay.

The Design Review Board noted concepts such as this should be reviewed by a competent board to assure the result does not have a negative impact on community character. The Village is beautiful because of the centuries old simplicity which is built in.

The Town Planner stated the Village Zoning Regulations are about to be rewritten by the Planning Commission. Street furniture review would be returned to the regulations, as it has been an ongoing issue, especially this year.

The Board felt the EDC 1% money should be used to maintain what we currently have.

Street tree maintenance should be high on the list. Although this year has been favorable for The Green's lawn, aeration of the site would improve the health of the grass tremendously. The railing around The Green is starting to buckle and bend in many areas and should be straightened. New street lights, respectful to the historic character of The Green could be purchased and installed.

**B. Mascoma Bank**

Mr. Olson mentioned that during a review of their permit, the Board left a question on site lighting for the Mascoma Bank's Route 4 project open. Instead of placing the flat topped inverted "L" type LED lights along Route 4, perhaps the acorn styled lights placed along the east side of the street should be duplicated. This would create an enhanced "gateway" experience at the East End of the Village.

The Board will look at the area and discuss the issue further at its next meeting.

**C. Conference Room Table Orientation**

Chair Bendis stated he had discussed his concerns with the conference room table orientation with the Town/Village Administrative Assistant, Lynn Beach. Apparently, a higher authority is required in order to return the tables to their original locations.

The Board agreed the tables as currently configured do not work. The tables are not meant for this type of setup, a half round format. A curved table would serve this purpose better.

The table reconfiguration was thought to be a short term summer experiment. The tables have been used for almost three months in the "V" shape format. The Board asked the Town Planner to communicate its thoughts on the table layout to the party responsible for the proposed change.

The intersection, against the wall creates a feeling of separation for members. They feel they are on opposing sides, depending on which side they sit. The Board agreed with the VDRB's assessment that the seating as placed forces ones eyes to the opposite corner of the room and thereby not allowing the entire public to be viewed at once. In the original layout, straight across the room, the public is directly in front of the board and easily seen. The public feels more directly connected to the presentation and not on the fringes.

Presentations are problematic as there is no common space where the applicant can present a proposal to both the public and the board at the same time.

Some presenters are using power point presentations, whereby the image is projected on the back wall. In this case, half the board and a third of the public is unable to watch the

presentation as their backs would be facing the wall on which image is projected.

Another issue is with large public turnout. With the original layout, more chairs can be added to the room. The “V” shape of the tables takes up a lot of square footage, making it difficult to place additional chairs when needed.

The room is a rectangular shape. The straight line format of the original layout is more compatible with the room. The experimental “V” shape does not work as it is based on a half moon curved layout more conducive to a “V” shaped room such as found in a modern university lecture room.

**VI. NEXT MEETING**

The next meeting is scheduled for September 6, 2017.

**V. ADJOURNMENT**

The Board adjourned at 4:55 pm.

Respectfully submitted,

Michael Brands, AICP  
Town/Village Planner