



## DESIGN REVIEW BOARD

Meeting Minutes  
October 30, 2019  
7:30  
Room 9, Town Hall  
472 Main St, Acton, MA

**Present:** Holly Ben Joseph, (Chair), Peter Darlow, (Vice Chair), David Honn

**Absent:** Kim Montella, Emilie Ying, (Planning Board Liaison), Dean Charter, (BOS Liaison)

**Proponents and support team for Middlesex Savings Bank present:** Adam C. Fandrey, SVP, Corporate RE Director, Middlesex Savings Bank; Marc Margulies, FAIA, LEED AP, Principal & Senior Partner and Brendan M. Bowen, Architectural Designer, both of Margulies Perruzzi Architects; James Almonte, Principal, WDA Design Group; and Christopher Cotter, PE, Associate, VVA, LLC, Project Managers. John Avery, representing the current owners of Quill and Press.

### 1. Opening

Chair, Holly Ben-Joseph, opened the meeting at 7:35 pm.

### 2. Regular Business

- A. Citizens' concerns – It was brought up that the DRB has not had a chance to review the proposed twin elementary school one time, and that the Town will be voting on funding soon. How can the DRB review this major project? Also there is a special town meeting to review the build out possibilities if a sewer is brought into West Acton. It is recommended that DRB members attend.

- B. Approval of Meeting Minutes –

Minutes from the September 4, 2019 meeting were reviewed, seconded and approved unanimously as amended.

Action Item: Holly B-J. to submit revised meeting minutes to Town.

Minutes from the October 2, 2019 meeting were reviewed, seconded and approved unanimously as drafted.

Action Item: Peter D. to submit revised meeting minutes to Town.



### **3. Special Business**

#### **A. Review of the Middlesex Savings Bank Project.**

This was the second presentation of this project before the DRB. The proponent incorporated DRB suggestions from the previous meeting. In addition, the landscape plan was presented at this meeting. In general, the DRB is supportive of this project. Please refer to the Project Review Memo dated October 2 and October 30 for more details and DRB comments appended to these meeting minutes.

### **4. Adjournment**

At 8:55 p.m., it was moved and seconded to adjourn the meeting.  
The motion was approved unanimously.

### **Documents and Exhibits Used During this Meeting**

Middlesex Savings Bank presented:

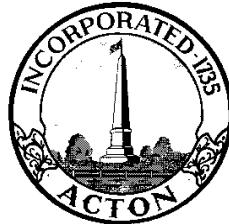
- Untitled and undated bound document set prepared by Margulies Peruzzi Architects, as reviewed with DRB on October 2, excepting for renderings of the building exterior modified and updated in response to comments made by DRB on October 2.
- Middlesex Savings Bank Landscape Plan, dated 10/10/2019 and a Precedent Images sheet dated 10/28/2019, prepared by WDA Design Group.

Other materials:

- Meeting minutes from September 4, 2019.
- Meeting minutes from October 2, 2019.

Respectfully Submitted,

Holly D. Ben-Joseph



**DRB Memorandum  
Middlesex Savings Bank  
279 – 285 Main Street**

**October 2 & 30, 2019**

**October 2, 2019**

This is the first review of the proposed redevelopment of the Existing Quill & Press (Q&P) site to Middlesex Savings Bank (MSB).

DRB members in attendance: Peter Darlow (Assistant Chair), Kim Montella and David Honn

The project's proponents and support team in attendance: Adam C. Fandrey, SVP, Corporate RE Director, Middlesex Savings Bank; Marc Margulies, FAIA, LEED AP, Principal & Senior Partner and Brendan M. Bowen, Architectural Designer, both of Margulies Perruzzi Architects; Bert E. Corey, PE, Engineering Group Manager and Kevin M. Riopelle, Project Engineer, both of DGT Associates; and Christina Meneghini, Associate, VVA, LLC, Project Managers.

**Documents Reviewed:**

- Untitled and undated bound document set which includes: Title Page, aerial view of existing site, photo of ex. Q&P building & front parking lot, survey and topo of existing site conditions, summary of DRB guidelines, aerial views of existing and proposed site conditions, site layout of proposed site conditions, rendering of the proposed entry side of the building and side parking area, rendering of detail of proposed entry details including column and pediments, renderings of front view of proposed MSB building, photos of existing Q&P building & front parking lot, and same with proposed MSB & entry driveway and side parking lot superimposed, renderings of proposed MSB building, sign and rear drive-thru area, renderings of all four (4) sides of the MSB building, photo of existing wooded conditions along Rt. 111.

The existing site is currently comprised of approximately 1.01 acres, the existing Q&P building and associated parking lots the front, side, and rear the building. The topography generally slopes gently toward the rear of the property and gets steeper at the back of the property adjacent to Rt 111. Two existing gas stations (Phillips 66 and Gulf) are on either side of the site. The site fronts on Main Street and backs up to Rt. 111.

It is proposed to demolish the existing building and erect a new branch office (3,800 SF) for MSB with associated entry driveway, signs, parking areas, and drive thru lanes (2 lanes, one for teller window and one for an ATM). As per the proponent, MSB has two existing locations in Acton (Kelley Corner and West Acton) and they will be relocating their Kelley's Corner location (that is currently leased) to this site. Mr. Fandrey also stated that there will be open space in the front and rear of the property, one curb

cut from Main Street (currently there are two), a 50% reduction in impervious surfaces, as well as the creation of a bike share location and pedestrian plaza at the front of the site. They plan on demolishing the existing Q&P building as well as all improvements including the ex. stormwater management system. In addition, Mr. Fandrey stated that MSB was taking into consideration the future property take-back along the front of the property (Acton 2020 improvements) when designing the signs and curbing/driveway connections. Finally, he stated the existing deciduous trees and shrubs along the side property lines (adjacent to flanking gas stations) will remain as buffer.

Mr. Margulies discussed the architecture of the building and detailed his design process regarding the entry columns, pediments, & windows. Employee parking will be at the rear. He also discussed their plans regarding connectivity of this site to the Starbucks plaza located along Rt. 111. There is currently a set of stairs connecting the two parcels and he is considering a winding sidewalk, etc. to continue the connectivity and walkability of the two sites. He stated the height of the main roof ridge is 24' and 36' to the top of the decorative cupola. They hope to break ground around April 2020 and be substantially complete at the end of 2020. The building will be clad in white, wood clapboards with a fieldstone base.

The following are the DRBs comments on the development as presented:

1. The DRB commends the MSB team on reducing the impervious surfaces, pushing the building to the front of the site and parking to the side and rear of the site, and maintaining and improving the connectivity between the site and the ex. Starbucks plaza.
2. To this end, the DRB suggests that the proponents connect with the Kelley Corner landscape designers (GPI) to coordinate efforts.
3. The DRB asks that the entrance of the building be designed with less glass and more substantial corner framing to better integrate the contemporary language with the traditional building lines.
4. The DRB feels the window openings proportions require further refinement.
5. The DRB looks forward to seeing updated building façade details , details on the lighting and landscaping at a future meeting.

The DRB will have more comments on the architectural drawings, grading, site layout, and landscaping/lighting once the project becomes more developed...we appreciate the proponent coming to the Board at this early stage and looks forward to working with him and his team as the project progresses.

## **October 30,2019**

This is the second review of the proposed redevelopment of the Existing Quill & Press (Q&P) site to Middlesex Savings Bank (MSB).

DRB members in attendance: Holly Ben Joseph (Chair), Peter Darlow (Assistant Chair), and David Honn.

The project's proponents and support team in attendance: Adam C. Fandrey, SVP, Corporate RE Director, Middlesex Savings Bank; Marc Margulies, FAIA, LEED AP, Principal & Senior Partner and Brendan M. Bowen, Architectural Designer, both of Margulies Perruzzi Architects; James Almonte, Principal, WDA

Design Group; and Christopher Cotter, PE, Associate, VVA, LLC, Project Managers John Avery representing the owners of Quill and Press.

Documents Reviewed:

- Untitled and undated bound document set prepared by Margulies Peruzzi Architects, as reviewed with DRB on October 2, excepting for renderings of the building exterior modified and updated in response to comments made by DRB on October 2.
- Middlesex Savings Bank Landscape Plan, dated 10/10/2019 and a Precedent Images sheet dated 10/28/2019, prepared by WDA Design Group.

Marc Margulies presented updated imagery of the exterior of the bank highlighting adjustments made to the entrance vestibule to be more consistent with the traditional detailing of the balance of the façade and the developed detail and proportions of the exterior window components on all sides of the building envelope, to consistently reflect a contemporary design that follows from classical proportions.

DRB members commended the design team for the consistent integrity of the overall concept design. Three suggestions were offered by the DRB to further the exterior detailing:

1. Add a transom above the main entrance door to increase the visible height.
2. Shift to a paneled finish at the base of the cupola in lieu of clapboards.
3. Take care on the selection of the stone veneer that faces the foundation to be of a scale consistent with the referenced field stone foundations typical of older structures within the region.

James Almonte presented the landscape concepts for the surrounding yards, planting beds, and parking area screening. Along with each of the conceptual arrangements, specific landscape materials that could be incorporated were illustrated.

The following are suggestions made by the DRB in response to the landscape proposal:

1. The general look and feel of the plant materials proposed is well considered.
2. Suggest that at the front yard facing Main Street consideration for replacing 50% of the lawn in front of the building with low growing native drought resistant perennial planting materials.
3. Suggest all of the parking area islands be similarly planted with low growing native perennial planting materials.
4. Suggest removing the lawn border around the perennial bed at the drive thru island.
5. Suggest locating the significant trees back from Main Street to avoid conflicts with the upcoming KC roadway construction and landscaping of the new street edge.

The DRB thanks the proponents for proactively meeting with the board during the early design phase of this project.

Respectfully Submitted  
Design Review Board