

**SIGN COMMITTEE  
MINUTES AUGUST 14, 2015  
APPROVED**

**Present:** Mark Haddad, Carolyn Perkins  
**Absent:** Gineane Haberlin  
**Also Present:** Dawn Dunbar, Michelle Collette

Mr. Haddad called the meeting to order at 10:00am.

1. Laer Realty – Mr. Bergeron was present.

Mr. Bergeron said that the brand had been in existence for over a year and a half adding that they were replacing Remax Prestige at Mill Run Plaza. Ms. Perkins asked if the sign was the correct size. Ms. Collette said it was.

*Mr. Haddad said he would entertain a motion to approve the sign for Laer Realty as presented. Ms. Perkins made the motion and it was seconded by Mr. Haddad. The motion carried unanimously.*

2. Town Forest Kiosk Sign – Ms. Collette said that she received an application from Julia Murray a local girl scout to install a map and dedication sign at the Town Forest. She said that Ms. Murray had been working with Ed Cataldo on this for months now. Ms. Collette said that the existing sign would be on one side and a map of the Town Forest would be on the other side. Mr. Haddad said it sounded like it was a great project. Ms. Collette asked the Committee to make their vote conditional pending the Town Forest Committee's approval.

*Mr. Haddad said that he would accept a motion to approve the sign presented by Ms. Murray contingent on sign-off by the Town Forest Committee and pending receipt of a building permit from the Building Commissioner. Ms. Perkins made the motion. Mr. Haddad seconded the motion which was carried unanimously.*

3. Sign Bylaw - Mr. Haddad said that he wanted to hold off on any discussion on this topic until they had a full committee present. Ms. Collette said that she provided them with a track changed copy and thought that they were mostly administrative changes. Ms. Collette said that she could send it to Town Counsel for review in the meantime. Ms. Perkins asked for clarification on 196-3 C(3). Ms. Collette said that they had never had a variance request and thought those types of requests could be handled under Special and Unique Circumstances. Ms. Perkins asked if they needed to site religious and political exemptions. Ms. Collette said that she wanted to talk to the Town Clerk about that and would like Town Counsel's opinion on it. Ms. Collette said that she also added compliance with the International Dark Skies. Ms. Collette said that she also tried to clear up language on snap in letter signs and signs within 15 feet of a business and not in the right of way.

*Mr. Haddad moved to send this to Town Counsel for review for inclusion on the Fall Town Meeting Warrant. Ms. Perkins seconded the motion. The motion carried unanimously.*

4. Compliance Issues

1. Ms. Collette said that Anytime Fitness had put up a banner. Mr. Haddad agreed that it should be taken down due to no permit.
2. Ms. Collette said that she was going to send Boston Road Liquors a sign about their interior lit green neon ATM sign.

*Ms. Perkins moved to adjourn the meeting at 10:20am. Mr. Haddad seconded the motion. The motion carried unanimously.*

Respectfully submitted,

Dawn Dunbar  
Executive Assistant to the Town Manager

Date Approved: 4/11/16