



DESIGN REVIEW BOARD

Meeting Minutes
September 18, 2019

7:30

Room 126, Town Hall
472 Main St, Acton, MA

Present: Holly Ben Joseph, (Chair), Peter Darlow, (Vice Chair), Kim Montella

Absent: Emilie Ying, (Planning Board Liaison), David Honn, Dean Charter, (BOS Liaison)

1. Opening

Chair, Holly Ben-Joseph, opened the meeting at 7:38 pm.

2. Regular Business

A. Citizens' concerns – none

B. Approval of Meeting Minutes – It was moved and seconded to approve the amended minutes from August 7, 2019 minutes. This passed unanimously.

Action Item: The minutes will be revised and submitted to the Town.

Meeting minutes from July 24 were not completed yet because we were awaiting a decision on how to write minutes for meetings in which a project was reviewed. We have asked the Town Manager if we can append design memos into the minutes of the meeting the project was reviewed.

3. Special Business

A. Discussion on how to incorporate the Design Memos into the meeting minutes.

- I. The DRB received approval from the Town Manager to be allowed to append design review memos at the end of meeting minutes. Appending the memo saves time and eliminates the need to write a summary of the review in the minutes.
- II. It was decided that the design memos still need to be submitted separately in addition to submitting them appended to the minutes. Submitting the review memo is the responsibility of the review memo writer.
- III. If a project is reviewed, the meeting minutes cannot be submitted until the review memo is completed, therefore it is important that the review memos are completed in a timely manner.



A motion to accept the new filing procedures for memos and minutes was accepted and passed unanimously.

B. The DRB has no comments to review for the 2020 Community Preservation Plan.

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

- Meeting minutes from August 7, 2019

Respectfully Submitted by:
Holly D. Ben-Joseph