



SELECT BOARD
MEETING MINUTES
DECEMBER 1, 2025
6:00 PM
ACTON TOWN HALL, ROOM 204
472 MAIN STREET

Present: Dean Charter, Alissa Nicol, David Martin, Jim Snyder-Grant, Fran Arsenault

Additional Attendees: Town Manager John Mangiaratti, Assistant Town Manager Thom Begin, Executive Assistant Lisa Tomyl

I. Regular Business

1. Resident Concerns

Glenn Cote, School Committee – noted the AB Forward Steering Committee has narrowed the options the consultant presented for the School Committee to vote on by eliminating 5. All options result in closing the Conant school and encouraging the community to review current information on their website.

Jonathan Lehman – requests a bylaw to prevent misuse of ALPR noting that Flock Safety enables warrantless searches and mass surveillance.

Terra, West Acton – supports not allowing plate readers, commented on not adding any capital or staff, suggests notifying neighbors even if the non-conforming lots bylaw is changed.

2. Chair Update/Town Manager Update/Members Minute

Mr. Charter noted the new Daniel Chester French's Concord's Minuteman Monument depiction of Captain Isaac Davis cast in 204 and Bob Davis's generous donation of it. Ms. Nicol noted recent Board of Health meeting Lauren West presented some proposed new health regulations for commercial trash haulers to ensure compliance with state waste bans. Mr. Snyder-Grant noted tomorrow at 4:00 the Sustainability Office is hosting an energy efficient and winter heating seminar at the Senior Center. Ms. Arsenault noted the Agricultural Commission will host a Farmer's meeting on January 29th at 6:00 PM in room 204. Next Monday the Middlesex Conservation District is holding their annual meeting in room 204.

II. New/Special Business

3. Joint Meeting with Planning Board and Acton Community Housing Corporation to Review Inclusionary Zoning Recommendations for MBTA Bylaw
Planning Director Kaila Sauer noted that with the adoption of the MBTA Overlay District any development must include 10% affordable units. The Town partnered

with MAPC on how to go further designing an inclusionary zoning policy for more affordable housing keeping development feasible. Emma Udlevich from MAPC presented to the 3 Boards the options for inclusionary zoning options to conform with the MBTA bylaw. Options included (A)10% units at 80% AMI, (B) 15% at 80%, (C) 10% at 60 %, (D) 12% at 65%, and (E)10% of units at 80% with 5% at 60% and also to take into account of smaller developments with similar options on a smaller scale and noting the height limit for developers most likely would not include a mixed-use structure.

Mr. Martin questioned the next steps. Emma would create a writeup of the proposed zoning bylaw to include in the application. Mr. Martin suggests rounding the number and change the zoning for mixed use with the smaller scale housing. Ms. Nicol noted her preference for options E, D, and C.

Terra – new building will not help current residents and will raise rents and who this housing will serve aside the workforce, need impact study first.

Mr. Martin suggests the Planning Board and MAPC reduce the number of options with positive comments on option B and C. Ms. Nicol would like to see 2 options combined, with the preferred option of E. Large scale project 10% be 0% Ami with additional 5% be 65% AMI, and small-scale projects now at 10% at 80% AMI. Mr. Martin suggests having the Planning Board come back with less option/choices. Mr. Charter suggests having the Planning Board come back to the Board in 1-2 months.

Terra – concerned proposal will not assist existing residents, focused on workforce housing and not most vulnerable, look at the affordable housing trust concept

4. Discuss Recommendation Regarding Non-Conforming Lots

Assistant Planner Nate Ryan presented the recommendations for additions on non-conforming lots, suggesting raising the threshold on single family homes before requiring a special permit hearing with the Board of Appeals, noting that conforming lots only need to pull a building permit. Mr. Ryan noted that since the bylaw creation in 2012, the ZBA has approved 43 out of 56 applications. Policy recommendations included increasing the by-right cap at 40 or 50%, set the cap based on square footage, add an exemption for additions that stay within the existing building footprint, or add a special permit option for commercial buildings on non-conforming lots.

Ms. Nicol questioned the 2012 adoption of the 15% rule – Mr. Ryan noted every extension on non-conforming lots had to go through the ZBA hearing process, and this proposed change will reduce the number of public hearing requirements.

MS. Nicol questioned if the change would penalize smaller size homeowners concerned that if capped by square footage smaller homes would increase in height without abutter notification required. Board members agreed for the option of the square footage rather than percentage increase.

Terra – requested to continue to provide public hearing notices to abutters

5. Approve Decision for Site Plan Special Permit (SPSP) and two Use Special Permits (USP) for Marcus Lewis Racquet Club to construct a clubhouse, pickleball enclosure, and tennis court enclosure within a portion of the property located at 45 Nagog Park and 62 Nonset Path

Planning Director Kaila Sauer reviewed the draft decision with the Board. Mr. Snyder-Grant noted the decision reflects the requests of Board members with additional documents added such as resident comments, and technical requests on the property. Ms. Nicol questioned about the planting requirements requested to include survival requirements of plantings not surviving after a year. Ms. Nicol suggested to include wastewater and stormwater requirements in the conditions prior to occupancy permit is issued along with the listed Acton Water District requirements.

Mr. Martin moved, seconded by Ms. Nicol to approve the decision in the packet for 45 Nagog Park with two additions mentioned by Kaila that there be a provision for the wastewater be available before occupancy and that any plantings have a survivability of 2 years or more and approved 5-0.

6. Public Hearings at (or after) the Time Advertised:

- a. 6:30 PM Use Special Permit (USP) for Morin-Cameron Group, Inc. to redesign and expand the existing parking lot at 60 Powder Mill Road #03/19/2025-495 <https://doc.acton-ma.gov/dsweb/View/Collection-19067> (applicant has requested a continuance to February 2, 2026 at 6:30 PM)

Mr. Martin moved, seconded by Mr. Snyder-Grant to continue the public hearing to February 2, 2026 at 6:30 PM in Room 204 and approved 5-0

- b. 7:00 PM Change in Retail Malt and Wine License Manager for Roche Bros, 387 Massachusetts Ave, Acton

Mr. Charter read the public hearing notice. Representing Roche Bros was proposed license manager. Mr. Martin moved, seconded by Mr. Snyder-Grant to **Mr. Martin moved, seconded by Mr. Snyder-Grant to close the public hearing and approved 5-0. Mr. Martin moved, seconded by Ms. Arsenault to approve the change in manager for Roche Bros. and 387 Main Street and approved 5-0.**

7. Update on Fire Department Pilot Programs and Collins Center Study

Mr. Mangiaratti introduced the Fire Chief and representative from the Collins Center overseeing the pilot program. Chief Arnum announced the home rule petition to increase the residency requirements restriction has passed the House and awaiting signature by the Governor. Chief Arnum briefed the Board on the history of the pilot program. Staffing was assigned to North, South, and West stations to cover all 3 districts for optimal station and apparatus coverage and improve response times. Representing Collins Center is Stephanie Foley and Sean Fenn. The Collins Center reviewed the data from dispatch supervisor. They could analyze response times with the different pilot phases – having 3 stations will

increase the operational capability of the Fire Department. When Mr. Martin asked about the best number of stations, if the size of the facilities was not a limit, the Chief responded that 2 would be ideal. Ms. Nicol questioned about a final report and the availability for the Board to review – they are finalizing the results and will plan to have it available in mid-February.

8. Select Board Budget Workshop – Prioritization of Capital Projects

Mr. Mangiaratti outlined several capital projects with a proposed reduced budget of \$900,000 focusing on Select Board priorities such as advancing the HVAC Town Hall project and the DPW Design.

Ms. Nicol feels that Morrison Farm should be a priority for capital projects and defer fireworks funding. Questioned if the NARA Park sign could just have the base replaced. Questioned if the wear and tear on hybrid cruisers are the reason for the replacement scheduled. Ms. Arsenault supports the Morrison Farm as potential for funding. Mr. Charter agrees about preservation of Morrison Farmhouse, bell tower repair has an application for CPC funding. Board members directed Mr. Mangiaratti on the prioritization of capital projects.

9. Discuss Joint Meeting with Finance Committee to Review DPW Project

Mr. Charter noted it will be held on Monday, December 8th at 7:00 PM and reached out to the Finance Committee Chair on expectation of outcome with no votes taken, but to try to come to an agreement on the best option for the design to gain support at Town Meeting.

10. Approve Disbandment of 53 River Street Committee

Mr. Martin briefed the Board on the progress of the park that should be done soon except for plantings, grass seeding to be completed in the spring and noted the need to disband the committee as they have only met twice in 2025. **Mr. Martin moved, seconded by Ms. Arsenault to disband the 53 River Street Master Plan Committee and approved 5-0.**

11. Discuss Acton Leadership Group Meeting Scheduled for December 11th

Mr. Mangiaratti noted a focus to to reduce expenses, enrollment at Minuteman is projected to decline, and requesting at the next meeting to discuss a 3% budget increase for FY27. The current budget model is projecting a larger increase. IT would reduce the operating budget \$460,000 with net savings of \$160,000. No new staffing will be added. Mr. Martin commented to rather go to ALG with a 3.25% increase and feels the school district is going to ask for 4.25% in assessment. Board members were in agreement with listing a 3.25% increase for ALG.

Consent Items

Ms. Arsenault held item 12. **Mr. Martin moved, seconded by Ms. Nicol to approve consent items 13-21 inclusive and approved 5-0.**

Ms. Arsenault requested to amend her member report. **Mr. Martin moved, seconded by Mr. Snyder-Grant to approve consent item 11 as amended and approved 5-0**

Mr. Martin moved, seconded by Ms. Nicol to adjourn and approved 5-0
Meeting adjourned at 9:35 PM.

Documents Used:

- December 1, 2025 Agenda
- MAPC Presentation on MBTA Inclusionary Zoning
- Presentation on Non-Conforming Lots
- Draft Decision for Site Plan Special Permit and 2 Use Special Permit for 45 Nagog Park and 62 Nonset Path
- Public Hearing Notice for Use Special Permit #03/19/2025-495, 60 Powder Mill Road
- Public Hearing Notice and Application for Change in Manager, Roche Bros, 387 Mass Ave
- Memo from Town Manager Office with Link to Capital Improvement Plan
- Email from David Martin Requesting to Disband the 53 River Street Committee Dated October 29, 2025
- November 17, 2025 Meeting Minutes
- Elizabeth White Fund Disbursements and Memo Dated November 30, 2025
- Committee Appointment Recommendation for Leo Fochtman from Volunteer Coordinating Committee
- Committee Appointment Recommendation for Brent Carter from Volunteer Coordinating Committee
- Email from Jim Snyder-Grant Regarding Committee Appointment Recommendation Dated November 28, 2025
- Committee Appointment Recommendation for Josephine Abakah from Volunteer Coordinating Committee
- Memo from Conservation Division Regarding Eagle Scout Donation Dated November 24, 2025
- Memo from Sharon Mercurio Regarding Gift Card Donations Dated November 24, 2025
- Memo from Treasurer-Collector Regarding Appointment of Naomi Quansah as Parking Clerk Dated November 25, 2025
- Committee Appointment Recommendation for Craig DiPalo from Volunteer Coordinating Committee
- Memo from Veterans' Services for Donation Acceptance Dated November 25, 2025