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**TOWN OF ACTON  
DESIGN REVIEW BOARD  
MINUTES OF August 6, 2014 MEETING  
7:30 p.m.  
Room 121, Town Hall**

DRB Members in attendance: Holly Ben Joseph, Kim Montella, Peter Darlow, David Honn

BoS Representative: Janet Adachi

Guest: Kristin Alexander, Acton Planning Department

- The meeting commenced at 7:35 pm.
- The minutes of the July 2, 2014 DRB meeting were reviewed and approved.
- Kristin presented an update of the Acton Planning Department's efforts to revise the project permitting process with the implementation of an online system as follows:
  - a) The system is called "Unis" (?). The town is currently using Version 9.3 and hopes to upgrade to Version 11.0 soon.
  - b) Implementation is to begin soon.
  - c) The program uses modules; can hold a lot of information; but it is not as user friendly as desired
  - d) One will be able to track the permitting process for each job, implementation will start with simple applications such as plumbing and electrical work; there is hope to eventually use for more complicated permits such as site permits
  - e) online payment possible will be possible for simple permits
  - f) The program is linked to the town GIS system, the Vision system (tax base) and the town financial system, so the town will be able to flag tax and other violations to ensure these violations will be remedied before a permit is awarded
  - g) Will be able to track town department comments; a departments can see comments by other departments; comments are entered using a password
  - h) It would be helpful to be able to track the permit process online; presently the system does not contain a permit flow chart

- i) The Planning Department would welcome comments from the DRB concerning the system including ideas for a flow chart
- The Knox Trail bus parking project was discussed. The Town of Concord is proposing to park 4-5 school buses when not in use. The following drawings prepared by Nitsch Engineering and dated July 3, 2014 were reviewed:

C-0 Cover Sheet  
C-1.0 Site Plan (viewed online)  
C-2.0 Turning Movements  
C-3.0 Details

- a) It was agreed that there were no significant design issues to comment upon.
- b) The revised turning radius appears appropriate for buses. Plantings for the bioretention basin are appropriate.
- c) Although not a design issue, it was noted that both Massachusetts and Federal law allows a maximum 5 minute idling time for buses. The DRB calls this to the BoS's attention so that some type of monitoring system may be implemented to ensure compliance. It was noted that penalties are \$100 for the first violation and \$500 for each subsequent violation.

- The meeting was adjourned at 8:45 pm.

Respectfully submitted,

David Honn

DRB Member