



**TOWN OF ACTON  
DESIGN REVIEW BOARD  
MINUTES OF October 3, 2018 MEETING**

6:00 p.m.  
Room 126, Town Hall

**Present:** Holly Ben Joseph, (Chair), Peter Darlow, (Vice Chair), David Honn, Kim Montella, Emilie Ying, (Planning Board Liaison), Janet Adachi, (BoS Liaison).

The meeting was called to order at 6:02 pm

**Meeting Minutes**

Minutes for the September 05, 2018 DRB meeting were reviewed and accepted as amended.  
Minutes for the September 26, 2018 DRB meeting were reviewed and accepted as amended.

**Action Item:** Minutes as approved will be forwarded for posting.

**DRB Charter Discussion**

The DRB met with Matthew Selby, Director of Land Use and Economic Development, to discuss the DRB's effectiveness in reviewing Town projects and how the process can be improved. In several recently constructed projects where the DRB was involved in the review, the resulting constructed project has not been built consistent with the DRB recommended design modifications.

As we are an advisory board only, we are concerned that our comments are not being discussed and/or incorporated into decisions by Approving Boards. Conversely, if our comments are being incorporated into decisions, why aren't the projects built accordingly?

Selby and the DRB are in agreement that our focus is to ensure an Approving Board (BoS, ZBA, PB, Etc) that our project comments/suggestions should be incorporated as Special Conditions into a decision for a project.

We discussed how the Town reviews/enforces construction of approved plans and resultant As-Built drawings.

We talked about the Town's development, approval, and follow-up process works. When changes are desired or required by the Proponent, the process is for the Planning Director to determine if it is a minor or a major change. If deemed "Major", then Proponent should go back to Approving Board(s) for re-approval.

Selby filled us in on several on-going projects and left the meeting at 6:45 pm.

**Miscellaneous:**

**Action Item:** Holly to Draft DRB Answers for Acton Public TV Spot Request for all Municipal Boards.

The meeting adjourned at 7:05 pm.

**Next Scheduled DRB Meeting:** Wednesday, October 17, 2018  
Acton Town Hall, Room 126, 7:30 p.m.

Respectfully Submitted by: Kim Montella

Design Review Board Meeting Minutes October 3, 2018

Page 1