



## DESIGN REVIEW BOARD

Meeting Minutes  
December 17, 2019  
7:30  
Room 9, Town Hall  
472 Main St, Acton, MA

**Present:** Holly Ben Joseph, (Chair), Kim Montella, David Honn

**Absent:** Peter Darlow, Emilie Ying, (Planning Board Liaison), Dean Charter, (BOS Liaison)

### 1. Opening

Chair, Holly Ben-Joseph, called the meeting to order at 7:30 pm.

### 2. Regular Business

A. Citizens' concerns – None

B. Approval of Meeting Minutes –

Minutes from the November 20, 2019 meeting were reviewed, seconded and approved unanimously as amended.

Action Item: Kim M. to submit revised meeting minutes to the Town. David Honn to send Kim the review memo to be appended to the minutes.

Minutes from the October 2, 2019 meeting were reviewed, seconded and approved unanimously as drafted.

Action Item: Peter D. to submit revised meeting minutes to Town.

C. Discussion on whether or not the DRB reviews sub-divisions – We noted that in the DRB Charter it specifically states that the DRB does have purview to review proposed sub-divisions projects at the request of the Planning Board. Therefore, we will review the proposed subdivision for 46 High Street.

### 3. Special Business

A. None

### 4. Adjournment

At 8:30 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 November 20, 2019.

Respectfully Submitted,

Holly D. Ben-Joseph