



**Minutes of Meeting  
December 5th, 2023  
7:30PM  
Virtual (Zoom) Meeting**

Board of Appeals members in attendance: Ken Kozik, Scott Robb, Adam Hoffman.  
Staff Present: Kristen Guichard, Planning Director & Alicia Burak, Admin Assistant

**Opening**

Chair, Ken Kozik opened the meeting at 7:30PM. He called the roll. Ken Kozik- Aye, Scott Robb, Adam Hoffman-Aye.

**I. Regular Business**

**Approve previous meeting minutes:** Adam Hoffman motioned at 7:32PM to approve the meeting minutes from 10/3/23. Scott Robb seconded the motion. Roll Call Vote: Ken Kozik- Aye, Scott Robb, Adam Hoffman-Aye.

Approval of meeting minutes from 11/07/23 have been continued to 1/2/23.

**1. Administrative Updates: None**

**II. New/Special Business**

**1. ZBA23-07 - Public Hearing – 8 Post Office Square, Variance.**

Chair, Ken Kozik opened the public hearing at 7:35PM

Matthew Mosteller, District Manager of the Acton Water District presented on the application for a variance. He stated the Water District needs to construct a new PFAS treatment building that would help supply water to the Town and are requesting a variance from the 20-foot minimum frontage requirement as they have no frontage, noting the unique soil conditions as the parcel is part of a glacial river valley that has a high abundance of groundwater underneath whereas the lots around it mostly have till and bedrock.

Scott Robb asked about the shape and topography of the lot. Matt presented the plans showing the topography difference to the other lots as it is lower and harder to pump the water out if the site for further treatment.

Resident Comments: Jennifer Phillion of 24 Grasshopper Lane asked if lighting of the proposed building can be taken into consideration as they are direct abutters and wants to preserve as many trees as possible.

Adam Hoffman motioned at 7:58PM to close the public hearing. Scott Robb seconded the motion. Roll Call Vote: Ken Kozik- Aye, Scott Robb, Adam Hoffman-Aye.

All board members were in favor of the variance and agreed it meets the legal requirements.

Adam Hoffman motioned at 8:01PM to approve ZBA23-07. Scott Robb seconded the motion. Roll Call Vote: Ken Kozik- Aye, Scott Robb, Adam Hoffman-Aye

Adam Hoffman motioned at 8:03PM to adjourn the meeting. Scott Robb seconded the motion. Ken Kozik- Aye, Scott Robb, Adam Hoffman-Aye.

Adam Hoffman to write the decision.

**12/05/2023 Meeting Materials:**

12-05-23 Agenda

Meeting Minutes

How to participate remotely

**8 Post Office Square materials as follows:**

Application

Plans

Abutters 'List

Hardship Letter

Terra Email

ZBA23-07 Comments

Health Comments

Planning Memo