



SELECT BOARD  
MEETING MINUTES  
NOVEMBER 17, 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, ABRSC – updated on recent actions of the school committee, data gathering on future trends of learning, AB Forward survey results regarding redistricting

Derek Pinto, Chadwick St – commented on the slow progress of the intersection safety improvements for River Street and Chadwick. Requesting answers on a timeline when the intersection will show the requested actions.

2. Chair Update/Town Manager Update/Members Minute

Mr. Charter noted on December 8<sup>th</sup> there will be a joint meeting with Finance Committee about the DPW project with a focus to come to a united agreement on the proposed design. Keith Karkain former branch manager at Middlesex Bank in West Acton passed away over the weekend. Mr. Begin noted the library hosting a sock drive. An informational session will be held on November 20<sup>th</sup> in 204 from 10-12 regarding retirement changes hosted by Human Resources.

Mr. Mangiaratti introduced Andrea Becerra, Sustainability Director who announced the town received a 1 million dollar grant from Department of Energy Resources through the Climate Leaders Program to electrify the HVAC system at Town Hall and Acton being the first climate leader community to receive funding. This is on top of the \$500K for retrofitting gas fired heating units to electric at the high school. Mr. Martin noted the demand for food assistance is elevated and people can drop off gift cards with Laura Ducharme, Community Services Coordinator, as well as Food Assistance Fund monetary donations can be dropped off at Town Hall. Mr. Martin noted that he's fielded questions about the Kelley's Corner intersection at Mass Ave at 27 with 2 lanes merging into one into one on Rt 27 northbound. It's a common design to increase traffic flow. The lack of complete striping is confusing, which will be fixed when everything is complete. He also noted the light timing is long and will be adjusted when fully finished, and thanked everyone for their patience. Ms. Nicol noted as of November 5<sup>th</sup> the AWD instituted a level 4 water conservation order for bringing the PFAS removal plants online. AWD is also utilizing water sources from neighboring communities. Planning Board holding a hearing on the MBTA subdivision rules and regulations on November 18th. Mr. Snyder-Grant announced the hearing has been rescheduled to December 16th. Ms. Arsenault announced the Human Service Committee is meeting after a hiatus, Historical Commission is writing an RFP

for a contractor to document historical elements on cultural resource lists located in Woodlawn Cemetery. The result of this project would place the Woodlawn Cemetery on the National Register. The Historical Commission received CPC funds approved at Town Meeting.

## **II. New/Special Business**

### **3. Approve Changes to Fee Schedule for Town Clerks Office**

Leo Mercado, Town Clerk presented his request for an increase in fee schedule for the Town Clerk's Office. Fees have not been increased since 2020, and conducted a comparative fee schedule with neighboring communities, with only dog licensing fees not changing.

**Ms. Nicol moved, seconded by Mr. Martin to approve the proposed Town Clerks changes to the fee schedule with an effective date of January 1, 2026 and approved 5-0.**

### **4. Presentation of FY2027-2036 Capital Improvement Plan and FY2027 Budget Updates**

Thom Begin, Assistant Town Manager presented the proposed capital improvement plan and proposed projects over the next 10 years. Mr. Begin highlighted several projects and capital requests. The preliminary capital budget for borrowing totals \$8,460,000, free cash projects totaled \$1,215,000, special revenue, enterprise and revolving fund projects totaled \$1,201,500, with a total 10 year plan of \$115,460,011.

Mr. Mangiaratti briefed the Board on the FY27 budget noting a total of \$43,086,014 in department requests including several staffing requests, the ALG plan a town spending increase of 5.1% noted a decrease in health insurance costs in FY25 and noted that FY26 will still see a potential decrease in health insurance costs less than what was budgeted for.

### **5. Approve and Authorize Town Manager to Sign Amendment to Purchase & Sales Agreement for 3 School Street**

Mr. Mangiaratti briefed the Board on an amendment with the current P+S for the property at 3 School Street to maximize a productive purpose of the building to release the requirement for commercial use only and instead a mixed unit residential structure. **Mr. Martin moved, seconded by Ms. Nicol to approve and authorize the Town Manager to sign an amendment to purchase and sale agreement for 3 School Street as amended and in the packet and approved 5-0.**

### **6. Public Hearing(s) at (or after) the Time Advertised:**

a. 7:00 PM 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  
SPSP #5/30/2025-494: <https://doc.actonma.gov/dsweb/View/Collection-19335>  
USP #06/25/2025-504: <https://doc.actonma.gov/dsweb/View/Collection-19318>  
USP #06/12/2025-506 <https://doc.actonma.gov/dsweb/View/Collection-19311>

Mr. Charter read the public hearing notice and outlined the rescinding of the previously approved Select Board decision due to the oversight of not including an additional parcel for abutter notification. Jonathan Silverstein counsel to applicant addressed comments and concerns regarding abutters and acknowledging not being aware of abutters not being notified, noting the Fire Department required the addition of the fire lane to be installed and complied with the plan as approved. No additional property lighting proposed on the western side of the façade, no overflow parking is planned at the other tennis facility, but have leased the property next door for additional parking spots as a contingency. Plans were vetted and looking to comply with the

plans previously approved by the Select Board. Mr. Snyder-Grant, assigned to the project, acknowledged the emails from residents and non-residents, and addressed several concerns raised, and requests to walk through the parcel, and addressed the abutter notification requirements. Suggestions included relocating the access road which Mr. Snyder-Grant noted that the adjacent land are wetlands. Mr. Silverstein confirmed the access road would be reinforced turf, the access road would only be used for access to the back of the building in the event of a fire requiring emergency access. Would defer to the Fire Department if plowing the access road would be required, and would only be plowed onto the property not encroaching the wetlands, and only snowblowing would be allowed on the access road due to damage to the turf. Frank McPartlan, Engineer for the project filled out the application online for the permits and listed the address from the lot numbers from the Assessors Office. Mr. Nicol questioned about the project being connected to the wastewater treatment plant was approved and requested to have the approval include in the public documents, questioned about the total number of additional parking spaces, noting they have an agreement with 43 Nagog Park, and if there are any new tenants in the abutting office building the applicant would have to enter into an agreement for parking. Mr. Martin questioned the how translucent the steel supporting fabric is for emitting light – building not translucent but may have some muted light from it. Ms. Arsenault questioned the mechanism for soundproofing – yes multiple layers. Chief Arnum explained the need for a fire access road. Ms. Nicol questioned about adding maintaining of the fire lane for snow removal, the buffer of the woods is now gone could condition planting of evergreen trees or shrubs to fill the buffer back in, questioned if applicant could conduct a noise study before and after it is completed due to concerns about the facility be an open structure, which is currently not in the plans, noted that a waiver for the FFF bylaw due to the structure connecting to natural gas. Planning Director Kaila Sauer confirmed that installing a landscaping buffer is not required along the emergency road as it is not abutting residences per town bylaw. Tonya Treveson, Counsel for Nagog Woods Community Corporation — presented a slide deck with photos of the construction on Nonset Path and tree removal, request a photometric plan to be provided from applicant, require applicant to have a noise study before and after construction, requests plantings at the fire lane, document what trees were removed, requests applicant provide a bond security.

Miles Fidleman – treasure of condo association – supports facility and supports buffer plantings. Carla Heiler, Old Stonebrook – mentioned previous project for the car dealership and disappointment for the lack of notification of the abutters, feels the Select Board should own up for the replacement of plantings

Maya Minkin, Minuteman Road – concerned about the tree removal all over town associated with with condo developments.

Linda Vieira – concerned about safety, traffic congestion, and noise as a result of the project. Cheryl Whitney, Trillium Circle – supports applicant and project.

Martha Beldan – noted Nonset Path has speed bumps; concerned about the previous decision by the Select Board and the trees cut down.

Lynn Desco Split Rock – discouraged about the amount the trees cut down and the impact on the community.

Angela Vallu – noted Nagog Woods was the first type of condo community in Massachusetts, concerned about flood lights, concerned about the location of the fire lane and recommends relocating it, commented the applicant is on the condo board.

Susan Bisson, Pine Cone Strand – concerned about safety and congestion, question if there would be preservation in the community not allowing speeding through Nonset Path.

Jennifer Gata 398 Pine Cone Strand – presented pictures of the before and after the tree removal, concerned about the size of the project.

Kate Young, Brown Bear Crossing – requests greenery to block the view of the building, concerned about another project in North Acton tearing down the convenience store on Great Road, and restaurants that have closed limiting the options to North Acton residents.

Terra, West Acton – urges the Board to relook at the affordable housing trust, requirement for fossil fuel bylaw not issued meaning all permits not issued with listing the wrong address on applicaiton.

Sara Webber – support the initiative.

Liz Reinhardt - supports the landscape suggestions, concerned not receiving original abutter notification, requests 3<sup>rd</sup> party confirmation on landscaping options and replacing with mature trees.

Mr. Snyder-Grant noted a question about translucent structures and how to specify a photometric plan with impact of the glow of the structure – Ms. Sauer suggested the applicant could provide a photo of the structure at night – Mr. Silverstein noted the only visual would be from the portion of the fire lane and does not think it is warranted to add a photometric plan to conditions. Ms. Nicol requests to have pre-and post-sound studies, evergreen plantings and vegetation added, verification of planting plans be followed or adding a bond security to ensure plantings survive, Mr. Martin questioned what sounds would be measured, what plantings can be added between trees in the fire lane, questioned if architect has light and sound specs to be submitted to the Planning Department.

**Ms. Nicol moved, seconded by Ms. Arsenault to close the public hearing and approved 3-0 (Martin, Snyder-Grant)**

**7. Approve Changes to Other Post Employment Benefits (OPEB) Policy**

Mr. Mangiaratti updated the Board regarding recommendation on OPEB Policy

Mr. Charter suggested adjusting some minor language and to bring back to the Board at a future meeting.

**8. Discussion of FY27 Budget**

Members discussed various capital projects and what they would support moving forward. Board members gave the Town Manager a recommendation of about 3.1% increase in total spending.

**9. Approve Renewal of Memorandum of Agreement with Acton TV**

Mr. Mangiaratti updated the Board regarding the renewal of the MOA with Acton TV and met with Marc Duci and Mike Gowing and Town Counsel. He commented that the town doesn't have the authority to enter into a 10 year contract and instead enter into a 3 year contract with an option of a 7 year extension. The contract would be brought to Town Meeting if the town meeting members vote to approve a 10 year contract. All revenue comes from the PEG agreement with little to no change since last MOA. They are talking about moving their current studio to possibly the high school, and will offer up to 10 hours of additional free programming

for the Town of Acton. Ms. Nicol questioned if the programming includes both the Finance Committee, and School Committee.

**Mr. Snyder-Grant moved, seconded by Ms. Arsenault to approve the renewal of the Memorandum of Agreement with Acton TV draft contract as amended and approved 5-0**

**III. Consent Items**

**Mr. Martin moved, seconded by Ms. Arsenault to approve consent items 10-15 inclusive and approved 5-0.**

**Mr. Martin moved, seconded by MS. Nicol to adjourn and approved 5-0. Meeting adjourned at 10:20 PM**

**Documents Used:**

- November 17, 2025 Agenda
- Town Clerk Fee Schedule
- FY27-FY36 Capital Improvement Plan
- First Amendment to purchase and Sale Agreement for 3 School Street
- Legal Notice for 45 Nagog and 62 Nonset Path
- Planning Division Memo
- Acton Tv Memorandum of Understanding
- Meeting Minutes, November 3, 2025
- Executive Session minutes, November 3, 2025
- Email from Georgia Malone Dated November 12, 2025
- Memo to Francesca Arsenault from Volunteer Coordinating Committee Recommending Gary Phillips for the Economic Development Committee
- Email from Eva Chenail Dated November 12, 2025