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**TOWN OF ACTON
DESIGN REVIEW BOARD
MINUTES OF November 6, 2013 MEETING
7:30 p.m.
Room 126, Town Hall**

Present: Holly Ben Joseph (Chair), Peter Darlow (Vice-Chair) David Honn, Conor Nagle, Kim Montella , Martin Loiselle Jr. (Capital Group Properties), (BOS liaison David Clough absent)

Meeting was called to order at 7:35 pm.

The DRB members introduced themselves to Martin Loiselle Jr. Mr. Loiselle attended the meeting to present a warehouse addition project at 100 Discovery Way. 100 Discovery Way is within an Office Park (OP) district off of Piper Road adjacent to Route 2. The addition is approximately 20,000 square feet and constructed of textured concrete block. The building is utilitarian in nature and will not be visible from any public way. DRB comments focused primarily on site planning issues such as:

- The grading appeared to be satisfactory
- There was a varied selection of new plant materials proposed on the landscaping plans
- It was suggested that the parking lot contain more planting islands
- A concrete patio is being provided as an employee amenity; it was suggested to use brick or permeable pavers instead
- It was recommended that the grass area north of the patio be deleted and plantings substituted since mower access could prove problematic
- In general the DRB noted that the number of parking spaces provided is excessive; it was suggested that more paved areas be converted to permeable material (such as grass) to account for the additional 20,000 square feet of impermeable area created by the roof of the new addition

DRB and BoS

A meeting with the BoS is scheduled for Monday, November 18 at 7:35 pm in Room 204 at town hall. A Powerpoint presentation will be given by Holly explaining the role of the DRB and samples of projects that have been successfully reviewed. It was suggested that CVS, the Spruce and Arlington condo/retail project and the TD bank projects be presented.

Action Item:

DRB members should email a brief two sentence summary of their background to Holly for inclusion in the BoS presentation.

Holly will assemble the presentation with available images and materials.

ACTON 2020

It was suggested that the DRB attend Acton 2020 meetings (approximately once per month) since the Acton 2020 committee could utilize the professional expertise of the DRB members. If the DRB lacks projects for review, it was suggested that the Acton 2020 meeting could substitute for one of the bi-weekly DRB meetings.

Action Item:

Peter Darlow, as the DRB representative to the Acton 2020 Kelly's Corner designer selection committee will inform the members about the results of their choice for the project designer.

Respectfully Submitted by:
David Honn