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**TOWN OF ACTON
DESIGN REVIEW BOARD
MINUTES OF FEBRUARY 20, 2014 MEETING**

7:30 p.m.
Room 47 , Town Hall

Present: Holly Ben-Joseph (Chair), David Honn, Conor Nagle
The meeting was called to order at 7:40 pm.

1. We reviewed the meeting minutes from the December 4 meeting and approved them as written.

Action Item: Holly Ben-Joseph emailed approved minutes to the town..

2. We elected Peter Darlow to represent the DRB at the Acton 2020 Kelley's Corner Steering Committee.

Action Item: Holly Ben-Joseph will write a memo and submit to the town, Andrew Brockway, Town planning department and the BOS notifying them of this decision.

3. We reviewed the Post Office Square Housing project. The hard-copy plans that were available from the planning department were: L-1 Tree Plan, L-2 Typical Unit Plantings. None of the members of the DRB could find the rest of the package in Docu-share, so based our site comments on the Planting Plan drawing. Refer to the DRB Memo dated 2.20.2014 attached to the end of these notes for our comments.

Action Item: Holly Ben-Joseph will write review memo and submit to the Town, the BOS, and ACHC.

The meeting adjourned at 8:40 pm.

NEXT COMMITTEE MEETING: Wednesday, March 5, 2014
Acton Town Hall, Rm. 126, 7:30 p.m.

Respectfully Submitted by: Holly Ben-Joseph