



**TOWN OF ACTON  
DESIGN REVIEW BOARD  
MINUTES OF DECEMBER 16, 2015 MEETING  
7:30 p.m.  
Room 121, Town Hall**

DRB Members in attendance: Holly Ben Joseph (Chair), Peter Darlow, Kim Montella and Michael Dube (Planning Board Liaison). David Honn and Board of Selectmen Liaison Janet Adachi absent.

Meeting called to order at 7:30 PM.

The Members reviewed draft minutes of November 18, 2015 and approved them as amended. Holly Ben-Joseph agreed to submit the minutes to the Town Clerk for posting.

The Members discussed the annual year-end report. Michael Dube agreed to draft the annual year-end report and share it with the Members for their comments.

Ms. Ben-Joseph reminded the Members of the need to complete and sign the Acknowledgement of Receipt of the Conflict of Interest Summary. She volunteered to collect executed Acknowledgements at the next Board meeting and submit them to the Town Clerk.

The Members, save for Mr. Darlow, who recused himself, discussed the applicants' amended plans for the 110 Grill and its responses to the Board's comments on a prior version of the plans. Please see the memorandum prepared by Ms. Ben-Joseph for details.

The meeting adjourned at approximately 8:45 PM.

Respectfully submitted,

Michael Dube