



## DESIGN REVIEW BOARD

Meeting Minutes  
February 13, 2019  
7:30  
Room 126, Town Hall  
472 Main St, Acton, MA

**Present:** Holly Ben Joseph, (Chair), Peter Darlow, (Vice Chair), David Honn, Kim Montella, Janet Adachi, (BOS Liaison)

**Absent:** Emilie Ying, (Planning Board Liaison)

### 1. Opening

Chair, Holly Ben-Joseph, opened the meeting at 7:30pm.

### 2. Regular Business

- A. Approval of Meeting Minutes – The meeting minutes from the Design Review Board's January 16, 2019 meeting were reviewed and approved by a vote of 4-0, with amendments. Peter will submit the minutes to the Clerk.

### 3. New Business

- A. Peter mentioned that DOT will be having a meeting on March 5 to describe Kelley's Corner Project and suggested DRB members attend.

### 4. Special Business

- A. Discussion on response to the OML complaint to the DRB.

We discussed how we would answer each of the items of the complaint.

In regards to posting of the Agenda, it was our understanding that we were within the OML requirements with the posting of the Agenda since the minutes were sent in to town for posting at least four days prior to the meeting, and the Town Clerk is responsible for posting.

We also reviewed the minutes' content and agreed that they were missing the place, date and start and finish time of the meeting as mentioned in the complaint. We also agreed that from this point forward we would include a brief summary of what was discussed when reviewing a project and a listing of documents we reviewed in addition to the complete information in the review memo.



Janet, our BoS liaison mentioned, that other boards are getting assistance from Town Counsel to answer complaints against their boards and she suggested that we write up an explanation of what happened at the meeting and give this to the counsel to draft the official answer. DRB members agreed to this.

A motion was made for Holly to write up and describe DRB discussions and suggestions on how to answer the complaint of the December 19 meeting, and for Holly to send this to Janet for forwarding to Town Council. The motion was seconded and approved by a vote of 4-0.

A motion was made for David to revise and resubmit the December 19 meeting minutes to include the missing information listed in the OML complaint, it was seconded, and approved by a vote of 4-0.

#### **4. Adjournment**

At 8:24 p.m., it was moved and seconded to adjourn the meeting.  
The motion was approved unanimously.

#### **Documents and Exhibits Used During this Meeting**

- Meeting minutes of January 16, 2019;
- OML complaint from from Steven Ballard, February 5, 2019
- Meeting minutes of December 19, 2018

Respectfully Submitted,

Holly Ben-Joseph