



Planning Board

May 12, 2025

7:00 PM

ACTON TOWN HALL, ROOM 204
472 MAIN STREET
AND VIRTUAL MEETING

Planning Board members present: Jon Cappetta, Michaela Moran, Patricia Clifford, Sam Bajwa (Zoom), James Fuccione, and Ron Beck (Associate Member)

Also present: Kristen Guichard, Planning Director

Planning Board members absent: None

Roll call was taken: Jon Cappetta- Aye, Michaela Moran-Aye, James Fuccione-Aye, Patricia Clifford-Aye, Sam Bajwa - Aye, and Ron Beck-Aye

I. New/Special Business –

The Planning Board in a joint meeting with the Select Board heard a presentation from Kristen Guichard and Jenn Goldson and Noah Harper from JM Goldson on the Draft Housing Production Plan.

The Select Board provided comments:

Jim Snyder-Grant:

- Change the term “inter-municipal” to “intra-municipal” meetings
- Goal #7 clarify that support is for both Deed restricted and naturally occurring affordable housing.
- Asked about the importance of the HPP once the SHI 10% requirement has been met; Jenn Goldson and Kristen Guichard explained the implications and benefits of an active HPP
- Goal#2 – Asked to be more precise in the language when referring to “range of incomes”, given the market already provides for opportunities for high income housing
- Suggested being clear that “expanding wastewater solutions” included more than just sewer expansion

David Martin

- Stated that although the last in person workshop had a low attendance and comment during the 2-week comment period was low, there was a good participation and feedback early in the planning process for the HPP. He stated he did not think one more week would gather significantly more comments.

Alissa Nicol:

- Agreed the public comment period was difficult during Town Meeting and Town Election time
- Asked if the in-person comments provided on the draft goals and strategies had been incorporated into this draft plan; Kristen Guichard confirmed they had been incorporated.
- Would like to have the Town help advertise programs like Habitat for Humanity's capital improvement program to help those in non-deed restricted units that may qualify
- Noted that Matt Mostoller was on a few Boards/Committees it was sent to, but asked staff to make sure the Acton Water District saw the request for comments.

Fran Arsenault

- Noted that the Economic Strategic Planning project also called out wastewater infrastructure needs as a barrier

Jon Cappetta

- Agreed that additional time for public comment would be better

Michela Moran

- Agreed with expanding the comment period
- Asked about offering funds to property owners that meet income thresholds to construct deed restricted ADUs
 - Jenn Goldson explained some challenges with deed restricting ADUs in general, most notably, tenant selection following fair housing marketing requirements.

Sam Bajwa

- Agreed with widening the feedback on the final product

Pat Clifford

- Suggested including a public engagement aspect to the Intra-municipal coordination meetings to help identify the priority strategies and having a guest speaker.
- Asked what other funds are available to assist with creation of affordable housing and talking some of these housing issues.

Comments from the public:

Terra Friedrichs

- Restated her comments that were submitted in writing, dated May 11, 2025.

The Planning Board took a temporary recess to relocate to Room 9 at Acton Town Hall.

Jon Cappetta reconfirmed attendance for virtual participation:

Jon Cappetta- Aye, Michaela Moran-Aye, James Fuccione-Aye, Patricia Clifford-Aye, Sam Bajwa - Aye, and Ron Beck-Aye

2. Review Bond Reduction Request from Seal Harbor, LLC for Hawk's Crest Reserve (74 Main Street and 5 Fletcher Court) and review terms of the bond

Mr. Silverstein spoke in representation of Mark Gallagher of Seal Harbor to request the partial bond release. He noted that he read the staff memo and would agree to the release of \$294,723 rather than the \$47,471.50 requested.

The Board asked when the project had to be finished by and when Mr. Gallagher expected to be completed with the project.

Kristen noted that the construction deadline under the terms of the current bond was February 10, 2026 due to the permit extension act. Mr. Gallagher stated that he should be able to fix the concerns outlined in GCG's memo by August 1, 2025 unless he needed to do work in the public right of way.

Michaela Moran moved to deny the original bond reduction request of \$47,471.50, and alternatively approve a bond reduction request of \$294,723 as recommended by GCG. The motion was seconded by Sam Bajwa and carried by a unanimous roll call vote. Jon Cappetta-Aye, Michaela Moran-Aye, James Fuccione-Aye, Patricia Clifford-Aye, Sam Bajwa - Aye, and Ron Beck-Aye

Other

Kristen Guichard stated that staff noticed the deadline was approaching and given the date of the Board's next meeting, they would need to approve a set of meeting minutes tonight.

The Board review the meeting minutes of 2/4/2015. A few grammatical and spelling edits were made.

Michaela Moran moved to approve the minutes as amended. The motion was seconded by Sam Bajwa and carried by a unanimous roll call vote. Jon Cappetta- Aye, Michaela Moran-Aye, James Fuccione-Aye, Patricia Clifford-Aye, Sam Bajwa - Aye, and Ron Beck-Aye

9:24 Meeting Closed

Materials used at this meeting:

[2181 - 74 Main Street \(Hawk's Crest Reserve\) Bond Reduction Request Comments 05-05-2025.pdf](#) 

[6743 INTERIM COST ESTIMATE 03312025.pdf](#) 

[Hawks Crest - Bond Reduction Request.pdf](#) 

[Planning Div Recommendation - Bond Reduction Request 5-12-25.pdf](#) 

[RE Hawk's Crest Reserve - Request for Bond Reduction.msg](#)

[03-18-25 Planning Board Minutes V041425.pdf](#) 

[05.12.25 Planning Board Agenda - revised.pdf](#) 

[Draft Housing Production Plan 2025](#)

[Draft HPP Public Comments](#)

Link to meeting packet: <https://doc.actonma.gov/dsweb/View/Collection-19206>