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**TOWN OF ACTON
DESIGN REVIEW BOARD
MINUTES OF March 19, 2014 MEETING**

7:30 p.m.
Room 121, Town Hall

Present: Holly Ben-Joseph (Chair), Peter Darlow, David Honn, Conor Nagle, Kim Montella

The meeting was called to order at 7:33 pm.

The DRB approved the meeting minutes from the March 05, 2014 meeting, as amended.

Discussion on DRB charge: The DRB board members reviewed the existing charge language, and through the board's discussion of each section, offered adjustment to portions of the charge language. The overall consensus is to work with the BOS to clarify the position of the DRB as an advisory committee that all town boards can look to for assistance on review of proposed building projects. DRB involvement early in a project discussion is to be encouraged in order to positively affect project development in a timely manner that is in keeping with the town's master plan objectives and with DRB design guidelines.

- Action Items:**
1. Conor to amend the draft language of the revised charge which will be reviewed further at the next scheduled DRB meeting prior to submittal to the BOS for review and discussion.
 2. Holly to review the DRB membership requirements with the BOS to confirm the appropriate numbers and types of members for this board as compared to the membership as described in the current charter.

The meeting adjourned at 8:45 pm.

NEXT COMMITTEE MEETING: Wednesday, April 16, 2014 (unless there is a project proposed for review prior to this date.)
Acton Town Hall, Room 126, 7:30 p.m.

Respectfully Submitted by: Peter Darlow