



## ACTION PLANNING BOARD

Minutes of Meeting  
May 20, 2014  
Acton Town Hall  
Room 204

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Planning Board members attending: Mr. Jeff Clymer (Chair), Mr. Roland Bourdon, Mr. Ray Yacoubi, Mr. Michael Dube, Mr. Derrick Chin and Mr. Rob Bukowski.

Also present: Kristen Guichard, Assistant Planner; Kim Gorman, Planning Board Secretary

Mr. Clymer called the meeting to order at 7:30 PM.

### I. Citizens' Concerns - None

### II. Consent Agenda – Draft Minutes of 05/06/14

The minutes of the May 6, 2014 meeting were approved as amended.

### III. Reports

DRB – The next committee meeting is tomorrow; to discuss their charter.

**Kelley's Corner Improvement Initiative** – The Committee had the KC Improvement Initiative meeting. The Committee hosted two events; a Public Workshop May 7<sup>th</sup> from 7:30-9:30pm and an Open House May 10<sup>th</sup> from 9am-11am. The consultants reviewed existing conditions and traffic issues. The open house had a good turnout.

CPC – The next committee meeting is August 14, 2014.

EDC – The Committee cancelled their last meeting.

### IV. –Draft Decision – Roosevelt Drive Subdivision (Residential Compound)

Board members reviewed and discussed the draft Decision and had the following comments:

- Correct the misspelled applicant's name.
- Modify Section 3.3.2 for grammatical corrections: "if not granted, show evidence of the ...."
- Modify Section 3.3.5, by adding language "to create any additional Lots."

Mr. Yacoubi moved to approve the decision as amended, Mr. Dube 2<sup>nd</sup>; all voted in favor.

### V. Complete Streets – Doug Halley, Health Director

Mr. Doug Halley, Health Director and Mr. Chris Kuschel, MAPC Regional Planner were present. Mr. Halley gave the Board an overview of the Complete Street Policy. Mr. Kuschel and Mr. Halley discussed the vision, purpose, and benefits of complete streets. Mr. Kuschel explained the MAPC project which started from a community transformation grant. Mr. Kuschel stated other towns have accepted similar policies. They requested the Planning Board recommend adoption of this policy; the Policy will require final Board of Selectmen adoption.

Mr. Yacoubi moved that the Planning Board recommend the adoption of the Complete Streets Policy as proposed. The motion was seconded by Michael Dube and was carried unanimously.

### VI. Ground Water Protection District Bylaw – Board of Water Commissioners

Ronald Parenti, member of the Board of Water Commissioners was present.

Mr. Parenti gave a brief history of what lead up to their proposed amendment to the Groundwater Protection District ByLaw and why they then decided to take no action on the proposed amendment at the Annual Town Meeting. The Board determined that they needed to look at Zone 3 land because it

affects the overall Town and they determined that the Hazardous Material ByLaw should be addressed as well.

Mr. Parenti suggested that a sub-committee be formed with one representative from the Water District, Planning Board, Board of Health, and the third party consultant to work together on the changes to the bylaws. Mr. Derrick Chin volunteered.

**VII. Other Business**

1. Staff asked the Board to review potential zoning amendments in preparation of a Fall Special Town Meeting and to discuss at the next meeting.
2. Administrative Updates - None at this time.

The meeting was adjourned at about 8:40 PM.

Respectfully Submitted,  
Kim Gorman  
Planning Board Secretary