TOWN OF ACTON
DESIGN REVIEW BOARD
MINUTES OF December 2, 2009 MEETING

7:30 p.m.
Room 126, Town Hall

NEXT COMMITTEE MEETING: Wednesday, December 16, 2009
Acton Town Hall, Rm 126, 7:30 p.m.

Present: Ann Sussman (Chair), Holly Ben-Joseph (Vice-Chair), David Honn, and Conor Nagle.

Meeting was called to order at 7:40 p.m.

The DRB discussed the need to look for new members since 2 members – Ruth Martin and Lynn Alpert have recently resigned. We are looking for environmental lawyers, planners, real estate lawyers or others in professions that would compliment the existing members' specialties.

We reviewed the meeting minutes from August 19, 2009 and approved them with minor edits. Holly will make the changes and submit to the Town.

The DRB discussed the process of providing Review Memos to the BOS. We believe that the memos are most effective if they are used in their entirety and the DRB authorship is made clear. (DRB consists of a group of licensed professionals).
We also started to update the Design Review Guidelines and the board is working on the charter and mission in preparation for the meeting with the selectmen next year.

The meeting was adjourned at 9:00.

Respectfully Submitted by:
Holly Ben-Joseph