



## DESIGN REVIEW BOARD

Meeting Minutes  
February 20, 2019  
7:30  
Room 126, Town Hall  
472 Main St, Acton, MA

**Present:** Holly Ben Joseph, (Chair), Peter Darlow, (Vice Chair), David Honn, Janet Adachi, (BOS Liaison), Emilie Ying, (Planning Board Liaison)

**Absent:** Kim Montella

### 1. Opening

Chair, Holly Ben-Joseph, opened the meeting at 7:36pm.

### 2. Regular Business

- A. Citizens' concerns – none
- B. Approval of Meeting Minutes – none

### 3. Special Business

- A. Discussion on response to the OML complaint to the DRB – continued from last meeting

We reviewed the answer to the OML complaint that was provided by Town council for the DRB.

A motion to accept the substance of the response regarding the posting the agenda as written by town council was made, seconded, and approved by a vote of 3-0.

A motion was made giving Holly authorization to work with staff and Town Council to get the OML response into final format to issue; and to send it with either Holly Ben-Joseph's or the Town Manager's signature. The motion was seconded and approved by a vote of 3-0.

### 4. Adjournment

At 8:07 p.m., it was moved and seconded to adjourn the meeting.  
The motion was approved unanimously.



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

- OML complaint from Steven Ballard, February 5, 2019
- Town Council's draft response to OML complaint of DRB by Steven Ballard filed February 5, 2019

Respectfully Submitted,

Holly D. Ben-Joseph