



**Town of Acton  
DESIGN REVIEW BOARD**

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

**Present:** Holly Ben Joseph (Chair), Peter Darlow (Vice Chair), David Honn, Kim Montella,  
**Absent:** Dean Charter, (BOS Liaison), Emilie Ying, (Planning Board Liaison)

**1. Opening**

Chair, Holly Ben-Joseph, opened the meeting at 7:33pm.

We welcomed potential new DRB member Abdul Hamdan, Civil Engineer & Real Estate agent.

**2. Regular Business**

- A. Citizens' concerns – none, but the Board briefly discussed the upcoming Special Town Meetings 12/3 & 12/10), the construction of the new Gates/Douglas School, and the upcoming Kmart Closing.
- B. Approval of Meeting Minutes –  
Reviewed and approved unanimously the meeting minutes of October 30, 2019.
- C. Review of Parking Lot Expansion at 8 & 10 Post Office Square -  
DRB briefly discussed this project and saw no benefit to the Town of Acton and it could be detrimental to the Environment and aquifer. Refer to attached review memo outlining our comments.

**3. Action Items**

Holly Ben Joseph to submit approved meeting minutes of October 30, 2019.  
David Honn to draft a review memo of Parking Lot Project at 8 & 10 Post Office Sq.

**4. Adjournment**

At 8:36 p.m., it was unanimously moved and seconded to adjourn the meeting.  
Next Meeting: December 18, 2019

**Documents and Exhibits Used During this Meeting**

Agenda for Nov. 20, 2019 DRB Meeting

Meeting Minutes of Oct. 30, 2019

Project Documents for 8 & 10 Post Office Square (See attached Project memo for details.)

Respectfully Submitted,  
Kim Montella