



SELECT BOARD
MEETING MINUTES
AUGUST 25, 2025

6:00 PM

ACTON TOWN HALL, ROOM 204
472 MAIN STREET

Present: Dean Charter, Alissa Nicol, David Martin, Jim Snyder-Grant, Fran Arsenault
Additional Attendees: Town Manager John Mangiaratti, Assistant Town Manager Thom Begin,
Executive Assistant Lisa Tomy

I. Regular Business

1. Resident Concerns

None

2. Chair Update/Town Manager Update/Members Minute

Mr. Mangiaratti noted several Economic Development highlighting several new businesses that recently opened, and other businesses planning to open in the fall. Working on new wayfinding signage for NARA Park. Ms. Nicol the Acton Water District manager announced that on 8/9, they fired up the 2 new bedrock wells, outdoor water restrictions are back to 2 days a week, the Health Insurance Trust met on Thursday noting that the pre-paid amount to BCBS is growing and also receiving credits, Harvard Pilgrim's invoices are small, and claims are dwindling in the second year of runout, Gallagher and Associates requesting BCBS to return funds before next fiscal year when claims can no longer be paid turning back 1.2 million to the town and school district with an 80/20 split and noted that the Town will be transitioning retirees health insurance coverage in January to AETNA which might result in rate increases of 40%. Ms. Arsenault and Nicol are planning an additional public immigration forum at Great Road Church on September 9 at 7 PM. Ms. Arsenault town holding a 9/11 ceremony on September 11th at 9:55 AM at the PSF memorial statue at 371 Main Street and all members of public invited.

II. Public Hearings

- 3. 6:30 PM Site Plan Special Permit (SPSP) and two Use Special Permits (USP) for Marcus Lewis Racquet Club to construct a clubhouse, pickleball enclosure, and tennis court enclosure within a portion of the property located at 45 Nagog Park**
SPSP #5/30/2025-494: <https://doc.actonma.gov/dsweb/View/Collection-19335>
USP #06/25/2025-504: <https://doc.actonma.gov/dsweb/View/Collection-19318>
USP #06/12/2025-506 <https://doc.actonma.gov/dsweb/View/Collection-19311>

Mr. Snyder-Grant presented an overview from the last public hearing. Frank Partland from the engineering firm representing the project updated the Board with the changes made since the last public hearing to the parking site and groundwater requirements, fire department vehicle turning requirements, and a maintenance path between the T turnaround and the fire lane paths. Nate Ryan, Assistant Planner noted the ADA spaces were increased by 2 more from the original 7. Mr. Ryan said that the Board mentioned having the sidewalk repaired rather than donating to the sidewalk fund. Engineer noted that they're not requesting a de minimis waiver from stormwater X requirements. The FFF requirement would be addressed separately.

The applicant submitted a request for a waiver of the FFF requirement to the Building Commissioner that will be reviewed and forwarded to the Select Board if needed at a later date. Ms. Nicol mentioned #13 in the Planning Board memo regarding legal documents for shared parking lot and utilities, operation and maintenance in the final decision.

Mr. Snyder-Grant moved, seconded by Ms. Nicol to close the public hearing and approved 5-0.

Mr. Snyder-Grant moved, seconded by Mr. Martin with the following findings for all 3 permits:

It is consistent with the Master Plan; is in harmony with the purpose and intent of this Bylaw; will not be detrimental or injurious to the neighborhood in which it is to take place; is appropriate for the site in question; complies with all applicable requirements of this Bylaw and approved 5-0

Ms. Arsenault requested changing the term "master plan" to comprehensive community plan and Ms. Nicol requested to include the conditions of the Use Special Permit specific to the reduced parking 3.1.1, 3.1.2, 3.1.3, 3.1.4 and 3.1.5

4. 7:10 PM Use Special Permit (USP) for Morin-Cameron Group, Inc. to redesign and expand the existing parking lot at 60 Powder Mill Road
#03/19/2025-493: <https://doc.acton-ma.gov/dsweb/View/Collection-19067>
Applicant has requested to continue to October 6, 2025 at 6:30 PM. **Ms. Nicol moved, seconded by Mr. Martin to continue the Use Special Permit #03/19/2025-493 to October 6, 2025 at 6:30 PM and approved 5-0**
5. 7:15 PM Site Plan Special Permit (SPSP) for Hawthorne Realty Company to combine the properties at 471, 465-469 Great Road to construct two buildings to be used as building trade shops
#7/1/2025-495: <https://doc.actonma.gov/dsweb/View/Collection-19387>
Representing the applicant was Nathaniel Cataldo from Stamsky and McNary. The existing parcels will be combined into 2 buildings as trade shops, and would be demolishing the current structures, for a total of eight units. Plan includes reducing impervious areas meeting drainage standards in stormwater runoff.

Mr. Martin questioned how the sidewalk on the front of the buildings would work and with the reduction of the curb cuts noting concern about pedestrian safety, and if any storage outside the building including vehicles and what the vehicle count would be within the buildings.

Terra – opposes tearing down retail spaces to build additional vehicle parking space that disadvantages surrounding neighborhoods that currently use the retail stores in the strip mall.

Mr. Martin would like to have further discussion on curb cuts and sidewalks but could close the hearing.

Mr. Martin moved, seconded by Ms. Nicol to close the public hearing and approved 5-0. Mr. Ryan will consult with GCG and draft a decision for the Board to discuss at their next meeting. Ms. Nicol noted GCG would like to further review the landscaping plans.

Mr. Martin moved, seconded by Ms. Nicol to leave the public hearing open and continue to October 6, 2025 at 7:00 PM and approved 5-0

III. New/Special Business

6. Update on the Acton Housing Authority McManus Manor project by Nancy Kolb
Nancy Kolb Chair of AHA and Melissa Bible, Executive Director of the AHA updated the Board on the construction timetable of McManus Manor. The contractor noted there were contaminants from the amount of debris the previous tenant left behind. They had to remove layers of soil for construction compatibility. Kelly Cronin, former Executive Director updated with the status of the project and feels the project is on time for a May 2026 completion and for the lottery process to begin in June 2026.

7. Approve Electric Vehicle Charging Station Rates

Andrea Becerra presented the proposed vehicle charging station rates and noted an update in the charging numbers since presented in a memo last week. Ms. Becerra discussed setting an idling fee citing examples for the different location of electric chargers and how long vehicles sat connected at various charging stations suggesting billing \$5/hr in 15 minute increments to a max of \$50 after vehicle owners are notified that charging is complete granting them a 15 minute grace period to return to their car.

At the level 2 chargers, Mr. Martin suggested a longer idle time to accommodate overnight charging and commuters – after 12 hrs of charging setting an idle charge of 2.40/hr. Feels the idle rate is too low for the fast chargers and extending the grace period after notification of full charge. Ms. Nicol noted the fee for fast charge on the website is .40 and suggests raising fee to .60-.75/kwh and agrees extending grace period to 20 minutes but not beyond 30 minutes. Ms. Becerra suggests setting the idling fee at .45/kwh, and set level 2 chargers after 12 hrs at \$2.40 an hour.

Mr. Martin moved, seconded by Ms. Nicol to institute idle fees at our charging stations for the level 2 chargers at \$2.40/hr after 12 hours of idle,

and for fast chargers, \$6.00/hour after 30 minutes of idle, and a maximum of \$50 in that case and approved 5-0

8. FY27 Budget Preview

Ellie Anderson, Budget Manager and Mr. Mangiaratti presented a review of FY 25, employee and volunteer recognition, grant updates, tax relief, and preliminary results of FY25 revenues, along with an FY26 update which included the results of Annual Town Meeting, capital projects, and a preview of FY27 focusing on the Select Board long and short term goals, highlighting budgetary challenges such as health insurance, pensions, debt, school assessment and infrastructure needs.

Ms. Nicol questioned if there was some way to coordinate or improve offsetting capital expenses with school district. Mr. Charter noted the school district planning a capital project for the Conant School and expressed concern to have town capital projects completed before then to avoid having 2 large projects at the same time, also noted concern about projected retiree cost related to health insurance. Ms. Nicol noted that the changes in retiree health care cost is the changes in Medicare and coming out of a rate cap from Aetna.

9. Discuss Memorandum of Agreement for Primrose School

Mr. Mangiaratti updated the Board members with changes in the MOA after recent discussions with the Primrose School, and having spoken with the applicant again, just recently had a new version presented prior to the meeting tonight. Board members suggested to pass on the discussion until the next meeting in order for Board members to review and send questions to the Town Manager. Referring to the Acton 2020 Plan, Ms. Arsenault did not agree with the recent MOA. She encouraged fellow Board members to reject the MOA. Mr. Charter noted there was no change in the delay demolition and where the project falls under the protection of the Dover Amendment. Ms. Nicol is comfortable with the MOA and feels that there should be some negotiations saving the historic house but to leverage that during the site plan review. Mr. Mangiaratti clarified that the changes are for requested scholarship spots and to split up the payments with \$20,000 up front to secure the sewer connection.

Terra – against the demolition of the historic house and would like to see a carbon imprint study and hear from the owners of the daycare and DRB about the historic house

Ms. Nicol moved to authorize the Town Manager to sign the Memorandum of Agreement that was updated at 4 PM and seconded by Mr. Martin and approved 3-2.

10. Announce Retirement of Director of Administration & Finance and Transition Update

Mr. Mangiaratti announced the retirement of Marianne Fleckner and moving forward in staffing replacement for a Human Resources Director, and will be supporting the Finance Department with Mr. Begin until a decision on the Finance Director position has been made.

11. Project Updates

Mr. Begin updated the Board on several town projects:

Kelley's Corner Reconstruction – new intersection lights operating, paving, curb work done, additional paving over the next 3 weeks, grading sidewalks, and installation of granite curbing, new handcrafted benches created by Brad Spinney from trees removed will be installed as well.

Powder Mill Road Construction – current detour in place for installation of sewer connectivity, contractor and Economic Development Director have provided information and support for local businesses, detours and road work to continue for next 2 weeks.

Prospect Street and Main Street Reconfiguration – site contractor and DPW completed sign installation and is now complete.

Acton Food Pantry – town storage has been removed and AFP is beginning their interior renovations; Conservation Commission has approved proposed site work and parking configuration.

River Street Park – applied for additional grant funding, which was denied, but have \$210,000 from CPC for the final phase of construction which will include walkway installation and paving the parking lot, and installation of stormwater management; also received CPC funding for historical signage throughout the park, Sustainability Division was awarded grant for installation of 20 shade trees.

17 Woodbury Lane – siding installation underway, new pavilion constructed, preservation of historic support beams for the roof, including a bathroom accessible from the outside, and 6 original windows have been preserved, site work picking up with septic installation.

Robbins Mill Dam Breach – several assessments and testing has been completed and the project team is completing a conceptual design, and when in the preliminary design phase will hold public outreach efforts

12. Discuss No Trespassing Signs on Bay Circuit Trail Easement at Robbins Brook

Mr. Snyder-Grant said it was brought to the attention of the Select Board that there were maps of the Bay Circuit Trail access from t 27 to rail trail of the Nashoba Sportsman Club which have erected signs of no trespassing signs prior to the entrance of the driveway, and knew there was a pedestrian and bicycle easement that went through the driveway, but the easement is for pedestrian and bikes only and not motor vehicles, and the signs do not necessarily need to change and requests a staff member to work with the sports club manager to change the language of the sign. Recommends the Town Manager to find a member of town staff to work with the club to change the signs.

13. Discuss Tri-Board Meeting of the Select Board, Finance Committee, and Acton-Boxborough School Committee

Mr. Charter mentioned a few weeks ago, the proposal for both town's Select Boards and Finance Committees to meet with the School Committee in September. Suggested it was premature to discuss Acton budget priorities, and feels that the meeting would be more about the school committee budget proposal, and looking to see if Board members would attend and will occur on

September 3rd at 7 PM at the administration building. Mr. Charter will bring informal comments to the meeting. There was general agreement by Board members.

14. Update on DPW Building Project

Mr. Charter said the 150K additional funding from Town Meeting is being used for a review by Arrowstreet who met with staff and working on the design and came up with a list of alternatives for the facility, and what would be the timeline if a new plan was approved. There would need to be another request to Town Meeting to for the funding. Looking for construction to begin in 2027, noting that delays escalate the cost of construction. On 9/11 there is a building committee meeting to receive new information and updates from Arrowstreet.

Scott Sullivan – commented on scenarios and added one more to leave the structure the same and build it away from the structure to build a structure for staff use and a wash bay

15. Discuss Select Board Goal Related to Town Meeting Participation

Mr. Charter noted the Town Moderator was asking if one of the Select Board members would be interested in taking a lead on this Select Board goal. Mr. Martin questioned if the scope was changed about remote participation, Ms. Nicol read the Select Board goal, and noted a neighboring town recorded a meeting on a home rule petition for remote voter participation at town meeting. Mr. Martin will take the lead on the Select Board goal.

16. Discuss 15% Threshold Rule on Nonconforming Lots

Mr. Charter questioned if the Town Manager and Planning Division would look into this Zoning bylaw and consider changing the threshold rule to allow for additions to be built that traditionally would be denied. Mr. Snyder-Grant volunteered to assist communication with town staff and Town Manager and make sure it is done correctly. Mr. Martin suggested the Planning Department take the lead on communications with the Select Board and the public, and what this change would mean. Mr. Mangiaratti noted the volume of requests that come into the Planning Division should be looked into and considered.

17. Approve Letter of Support to Joint Ways and Means Committee Regarding Bill H.91/S.41, An Act to Modernize Funding for Community Media Programming

Ms. Nicol briefed the Board on the bill at the Joint Ways and Means Committee regarding an act to modernize funding for community media programs and looking for support from Board members. All local delegations have supported this bill.

Ms. Nicol moved, seconded by Mr. Martin to approve to sign the letter and approved 5-0.

IV. Consent Items

Ms. Nicol held consent item 18. Mr. Martin held consent item 23.1. **Mr. Martin moved, seconded by Ms. Nicol to approve consent items 19-22, 23.2-23.4, and 24. Approved 5-0.** Ms. Nicol suggested editing meeting minutes changing Primrose School MOA from Historic District Commission to Historical Commission. **Ms. Nicol moved, seconded by Mr. Snyder-Grant to approve**

consent item 23 as amended and approved 5-0. Mr. Martin requested to amend the application to show event hours as 4:00 PM – 9:00 PM. **Mr. Martin moved, seconded by Ms. Nicol to approve to make changes and approve as amended and approved 5-0.**

Ms. Nicol moved, seconded by Mr. Martin to adjourn and approved 5-0.
Meeting adjourned at 10:40 PM.

Documents Used:

- August 25, 2025 Agenda
- Legal Notice for Site Plan Special Permit and two Use Special Permits for 45 Nagog Park
- Legal Notice for Use Special Permit at 60 Powder Mill Road
- Legal Notice for Site Plan Special Permit for 471, 465-469 Great Road
- Electric Vehicle Charging Rate Memo
- Memorandum of Agreement for Primrose School
- Email from John Mangiaratti Regarding No Trespassing Signs on Bay Circuit Trail Easement at Robbins Brook Dated July 24, 2025
- Zoning Bylaw for Non-Conforming Lots
- Support Letter for H91/S41 An Act to Modernize Funding for Community Media Programming
- July 21, 2025 Meeting Minutes
- July 21, 2025 Executive Session Minutes
- Request for Use of Town Roads, Bikes Not Bombs
- Request for Use of Town Roads, Live for Liv
- Filming Permit for Apple Studios, LLC
- Memo from Recreation Department for Memorial Bench Purchase and Installation Dated August 5, 2025
- One Day Malt and Wine Licensure Applications from Boston Events, Iron Works Farm, Velasa Sports, LLC, West Acton Village Merchants Association