

# ACTON PLANNING BOARD

## Meeting Minutes

**DATE:** December 6, 2012

**ROLL CALL:**

Members present: Chip Venell – Chairman  
Thomas Cashin – Vice Chairman  
Jessica Donnell  
Arthur Kelly  
Robert Smith – Alternate

Absent: Yoli Gallagher  
Gavin Maloney – Alternate

Also present: Ken Paul, CEO; Brenda Charland, Recording Secretary; Jon Lockman, SMRPC; Virginia Deboer, Video Recorder

The chairman stated that Mr. Smith would vote in the absence of Ms. Gallagher.

1. **November 15, 2012 Minutes:** Motion made by Ms. Donnell, seconded by Mr. Smith, to accept the minutes of the meeting of 11/15/2012 with the following change: Ms. Donnell's action item listed under section 3 to read: "Ms. Donnell to contact local landscaping companies to determine what the possible cost of the construction and maintenance of various LIDs might be in residential, single-family projects". Motion to accept minutes with changes passed unanimously.
2. **New Business:** none
3. **Old Business:** Storm Water Ordinance – Mr. Lockman discussed the items to be clarified:
  - 5.8 (1) and 5.25 (4) regarding requirements and exemptions:  
*Mr. Lockman explained that when a project requires a DEP permit, it is subject to DEP conditions with CEO review; when a project requires Planning Board review, it is subject to the conditions of the Ordinance.*
  - the level of project that triggers the LID requirement and the scope of the system that ensures erosion control. Should various levels be identified allowing for different levels of design/maintenance? Should expert design always be required?  
*Because the LID Guidance Manual outlines the standards that must be met, Mr. Lockman suggested that this subject be left undefined allowing the Code Enforcement Office more flexibility to oversee projects because the manual is flexible enough to cover whatever condition might arise.*
  - Direction on how to enforce maintenance:  
*The Planning Board members will review the New Durham Stormwater Ordinance for guidance in addressing this issue.*
  - Should Best Practical Location projects be included (possibly in 5.25 (4))?  
*In order to cover all projects that require any Planning Board review, it was decided to replace the verbiage "Activities requiring a site plan review or conditional use review according to the Land Use Chart section 2.7" with "if a Planning Board review is required".*

In reviewing the document, Amendments to Zoning Ordinance for LID Stormwater Standards, Draft 2, submitted September 13, 2012, the Board members decided on the following:



- (5) Projects or activities, involving disturbance of land, such as new construction or development, redevelopment or enlargement of existing projects, filling, or grading and earthmoving activities, shall be exempted from the standards of subsection (4) above, if ALL of the following three conditions are met:
- (a) Such projects or activities are NOT required to have a DEP stormwater permit, nor Planning Board review a site plan or conditional use review, according to the Land Use Chart in section 2.7; and

**ARTICLE 6 – ADMINISTRATION – Agreed as written**

Action Item: Review the document “New Durham Provision for Operation and Maintenance” and bring ideas to the next meeting to discuss re the best way to incorporate continued maintenance; possibly under 5.25 (a).

1. **Other Business:** None
2. **Adjournment:** The meeting adjourned at 9:00 p.m.

**Approved December 20, 2012**