

ACTON PLANNING BOARD

Meeting Minutes

DATE: December 20, 2012

ROLL CALL:

Members present: Chip Venell – Chairman
Thomas Cashin – Vice Chairman
Yoli Gallagher
Arthur Kelly
Robert Smith – Alternate
Gavin Maloney – Alternate

Absent: Jessica Donnell

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

The chairman stated that Mr. Maloney would vote in the absence of Ms. Donnell.

1. **December 6, 2012 Minutes:** Motion made by MR. Cashin and seconded by Mr. Smith to accept the minutes as written. Passed unanimously.

2. **Old Business:**

Storm Water Ordinance: In reviewing the document, Amendments to Zoning Ordinance for LID Stormwater Standards, Draft 3, were agreed by the board with the following additions:

(7) The Operations and Maintenance Plan shall, at a minimum, identify the following:

(a) Storm water management systems owner(s):

i. For a single home, this will be the homeowner;

ii. For a subdivision this could be the developing property owner, the homeowners' association, or some other group who will become owners of the system at some point in the future.

(a) A schedule for inspection and maintenance;

(b) A checklist to be used during each inspection;

(c) The description of routing and non-routine maintenance tasks to be undertaken;

(d) A plan showing the location of all stormwater management facilities covered by the Operations and Maintenance Plan;

(e) A certification signed by the owner(s) attesting to their commitment to comply with the Operations and Maintenance Plan.

(8) Failure to implement Operations and Maintenance Plan:

When the designated official for the town finds that the responsible party has failed to maintain the Operations and Maintenance Plan, he/she shall notify the responsible party of the requirement to maintain the plan. If three (3) weekly notifications fail to generate a response, the Code Enforcement Officer, on behalf of the town, is authorized to assume responsibility for its maintenance and to secure reimbursement for associated expenses from the responsible party, including, if necessary, placing a lien on the subject property.

3. New Business:

Review Conditional Use Permit Application, Arthur Kelly, Map 234-044: In reviewing the application based on the standards outlined in the Ordinance article 6.6.3.7, Standards Applicable to Conditional Uses, the consensus of the Board Members was that standards b and m are not applicable to this project; all the rest of the standards have been met; therefore, the Board will proceed with processing the application.

In compliance with the Zoning Ordinance 6.6.3, Conditional Use Permits, a public hearing will be held on January 17th regarding this application.

3. Other Business: None

4. Adjournment: The meeting adjourned at 8:10 p.m.

Approved at the meeting of January 3, 2013