



**ACTON ZONING BOARD OF APPEALS**  
**Minutes of Meeting**  
**February 13, 2019**  
**12:00PM**  
**Acton Town Hall**  
**472 Main Street**  
**Room 9**

Zoning Board of Appeals members in attendance: Ken Kozik, Emilie Ying  
Absent: Adam Hoffman, Suzanne Buckmelter

Also present: Robert Hummel, Assistant Town Planner; Vivian Birchall, Administrative Assistant.

Mr. Kozik opened the meeting at 12:03pm.

**I. Amend previous meeting minutes**

Mr. Hummel, walked the members through the amendments made to the minutes to be compliant with the Open Meeting Law complaints. These included;

- Adding members when absented
- Adding the time of the meeting to the heading
- Providing a link to the digital documents discussed during the meeting.

Ms. Ying moved to approve the minutes as amended. The motion was seconded by Mr. Kozik. The Board unanimously (2-0) approved the minutes as amended.

**II. Response to OML Complaint**

Mr. Hummel brought to the attention of the Board, a draft response by the Town Manager, to address the Open Meeting Law complaint filed by Mr. Steven Ballard.

Mr. Kozik proposed to include the Acton Board of Appeals to the "Enclosures".

Ms. Ying moved to appoint the Town Manager to respond to the complaint on behalf of the Board. The motion was seconded by Mr. Kozik. The Board unanimously (2-0) approved to appoint the Town Manager to respond to the OML complaint file by Mr. Ballard.

Ms. Ying moved to approve the draft response, with an amendment to include the Acton Board of Appeals to the "Enclosures" in the "cc" line. The motion was seconded by Mr. Kozik. The Board unanimously (2-0) approved the Town Manager's draft response, with an amendment to include the Acton Board of Appeals to the "Enclosures" in the "cc" line.

There being no other business, Ms. Ying move to close the meeting and the motion was seconded by Mr. Kozik.

The meeting was adjourned at 12:10pm

For additional materials used during the meeting, please visit: <http://doc.acton-ma.gov/dsweb/View/Collection-10757>

Respectfully Submitted,  
Vivian Birchall  
Land Use Department