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**LUNENBURG PLANNING BOARD
TOWN OF LUNENBURG**

Joanna L. Bilotta-Simeone, Chair
Nathan J. Lockwood, Vice-Chair
Damon McQuaid, Clk.
Kenneth Chenis, Mbr.
Matthew Allison, Mbr.



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Adam R. Burney
Land Use Director

Minutes
December 8, 2014

Meeting Posted: Yes

Place: Town Hall, 17 Main Street, Lunenburg, MA

Time: 6:30 PM

Present: Joanna L. Bilotta-Simeone, Nathan J. Lockwood, Damon McQuaid, Kenneth Chenis, Matthew Allison, Adam R. Burney

ANR- Szocik Revocable Family Trust- 545 Massachusetts Avenue- Whitman & Bingham Associates- Plan accepted for review.

MINUTES APPROVAL:

11/24/14, Motion, N. Lockwood, Second, D. McQuaid, minutes signed.

COMMITTEE REPORTS:

MRPC, J. Bilotta-Simeone- Due to finances surrounding state cuts, MRPC no longer planning to relocate. Looking at a \$70K budget deficit.

Capital Planning Committee, J. Bilotta-Simeone- Committee beginning to prioritize requests.

School Building Committee, N. Lockwood- Meeting scheduled for 12/10/14.

Open Space Ad Hoc Committee, N. Lockwood- No meeting. J. Bilotta-Simeone noted Board of Selectmen voted not to purchase property at 90 West Townsend Road (Pellerin property).

Building Reuse Committee, D. McQuaid- Committee made a recommendation to the Capital Planning Committee that \$28K be placed aside for a consultant to look at the Town buildings. The issue of the TC Passios property was brought up; A. Burney noted that he had a meeting with the School Superintendent Loxi Jo Calmes and Michael Mackin of the School Committee regarding same. A. Burney made them aware of the current district setbacks. The Village District Bylaw will probably reduce those setbacks; therefore, they should use the setbacks in the current bylaw so as not to create a situation where the property becomes unusable. The Village District will have no determination on where the property line is drawn.

MJTC, K. Chenis- Next meeting 1/21/15.

Agricultural Commission, M. Allison- Next meeting 12/18/14, 7 PM, Ritter Building, which will consist of a discussion surrounding a public market.

NEW BUSINESS/DEVELOPMENT STATUS REPORTS:

Whites Woods, Massachusetts Avenue- Developer submitted letter requesting release of Letter of Credit as a result of 11/21/14 road inspection by Hamwey Engineering. Funds will be released once as-built is received.

Highfield Village- no report

Definitive Subdivision, 50 Elmwood Road- Conservation Hearing held 12/3/14 for Notices of Intent for Lots 5, 6, and 7 for construction of homes. Progress forms indicate water line installed off street. Road debris was noted at a previous Board meeting; A. Burney reviewed the Board's Approval and noted daily sweeping is not required (road has since been cleared).

White Tail Crossing- A. Burney provided letter to Building/Zoning Official releasing "cannot be occupied" restriction. A. Burney spoke with developer Dan Proctor, who indicated that the driveway apron to Lot 2 may be completed next week. All major issues have been wrapped up.

909 Massachusetts Avenue- Appeal period concluded with no appeals filed.

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DEC 29 2014

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Tri Town Landing- Building permits issued for 4th building. Developer has appropriate equipment to work through the winter months. The Town has received Smart Growth School Cost Reimbursement in the amount of \$183,618.00. This is the first year the Town has received 40S monies.

MS/HS Project- no report.

Emerald Place at Lake Whalom- no report

Force Corporation, 305 Leominster Shirley Road- At a previous meeting, Board member noted debris on site. Correspondence received in the office from a concerned individual stating that the company cleared trees near the river without a permit. Both M. Marro, the Conservation Commission's Consultant, and the Reviewing Engineer David E. Ross Associates witnessed the tree clearing and the developer is in compliance.

651 Chase Road Solar- Project received Certificate of Compliance from the Conservation Commission. Trees (under warranty) will be replaced in the spring.

265 Pleasant Street Solar- NuGen requested Board approve an administrative change allowing the four utility-owned poles to remain as they exist today. Motion, N. Lockwood, to endorse NuGen letter, Second, D. McQuaid, all aye. Letter signed by Board.

ACTION FILE:

322 Flat Hill Community Solar- Board decision currently in appeal period. Appeal period concludes 12/15/14.

Village District Bylaw- A. Burney provided updated draft. Removed special permit portion as it was only about building height. Added parking and dimensional charts. Board to look at – will discuss at 12/22/14 meeting.

Scenic Road- no report

250 Whalom Road, Whalom Luxury Apartments- no report

Master Planning- Economic Development Element- A. Burney working on presentation for various Boards.

40 Leominster Shirley Road- no report

MEETING SCHEDULE:

Board discussed whether or not to meet 12/22/14. If no meeting, next meeting not until 1/12/15, which will slow down the Village District Bylaw. Board consensus was to have a regular meeting on 12/22/14 and include discussion of the Village District Bylaw during that meeting.

January 12, 6:30 PM, Town Hall

January 26, 6:30 PM, Town Hall

BOARD COMMENT:

M. Allison- Inquired about pavement markings on Reservoir Road which he brought up at a previous meeting. A. Burney noted that the DPW Director will look into that - it is an operational issue.

N. Lockwood- status of Housing Production Plan (HPP)? Draft submitted to state. On Board of Selectmen agenda for 12/9/14. After Board of Selectmen approval, will be placed on Planning Board agenda for a final vote and then the final will be submitted to the state. The Town will have to work on meeting the goals over the ensuing year, and if accomplished, will then reap the benefits of the HPP.

N. Lockwood- status of design bylaw being extended to other districts. Possible for spring town meeting?

A. Burney- Historical Commission taking on first draft of architectural preservation district. N. Lockwood's solar proposal would come up after the village bylaw.

J. Bilotta-Simeone - brought up signs and parking. A. Burney noted signs are a hard bylaw to pass.

N. Lockwood- action plan for economic development? A. Burney noted it should be put on hold until after the Village District Bylaw and that an economic development committee should be formed. A. Burney will pursue with the Town Manager.

A. Burney noted it is unlikely that either solar or signs would make a spring town meeting. Focus needs to be placed on fine tuning the Village District Bylaw and "selling" it to the citizens.

Prioritization as follows:

#1- design of parking spaces

#2- signs

#3- design bylaw

PUBLIC COMMENT:

Greg Bittner– 129 Pleasant Street – does the sign bylaw affect the entire Town? Yes.

Paula Bertram- (speaking as Board of Selectmen member)- Board of Selectmen has discussed formation of an economic development committee with the Planning Board playing an integral part. Stormwater management is also a priority with the Board of Selectmen.

ADJOURNED: 7:30 PM

Documents used at meeting:

ANR, 545 Massachusetts Avenue

Minutes 11-24-14

Letter dtd 11/29/14, John White, Trustee, re: Release of Bond

Letter dtd 12/3/14, A. Burney, re: White Tail Crossing, Release Form

Letter dtd 12/2/14, NuGen, re: 265 Pleasant Street Solar Utility Pole Approval