

TOWN OF LUNENBURG

Office of the Planning Board

Matthew Allison, Chair
Tanner Cole, Vice Chair
Paula Bertram, Clerk
Matthew Brenner, Member
Erik Torgersen, Member



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Adam R. Burney
Land Use Director

Marjorie J. Boggio
Administrative Assistant

Minutes
February 8, 2021

Meeting Posted: Yes
Time: 6:30 PM

CALL TO ORDER: Roll Call conducted by Adam Burney, Land Use Director: Matthew Allison, present; Tanner Cole, present; Paula Bertram, present; Matthew Brenner, present.
Absent: Erik Torgersen

A. Burney prefaced the meeting with the following reading. In accordance with the requirements of the Open Meeting Law, please be advised that this meeting is being recorded and will be broadcast over the LunenburgAccess channel. The meeting of the Planning Board is being conducted remotely. The Town of Lunenburg, in response to the COVID-19 (Corona Virus), is currently following the guidance from the Lunenburg Board of Health, Massachusetts Department of Public Health and the CDC regarding the virus and steps communities can take to prevent the spread. All town facilities are currently closed to the public except by appointment. In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A, Section 20, all public meetings are being conducted remotely. The Governor's Order, which you can find posted on the Town's website COVID-19 Information Center page, accessed through the Town Manager's webpage allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations. Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature public comment. For this meeting the Planning Board is convening by video conferencing via Zoom as posted on the Town's website. The public may join using a smart phone, tablet or computer, go to zoom.us and enter the meeting ID number or call 888-475-4499. The meeting ID for this meeting is: 89104446242. Please note that this meeting is being recorded and that some attendees are participating by video conference. Accordingly please be aware that other folks may be able to see you and take care not to screen share your computer. Anything that you broadcast may be captured by the recording.

ANR PLAN: 50 & 52 Page Street- Applicant Jeffrey Stone was represented by Greg Roy, Dillis & Roy Civil Design Group, Inc. The lots had been endorsed by the Board about a year ago and now Dillis & Roy had taken over the project to complete the permitting process. While seeking permitting from the Conservation Commission, an issue with the wetlands surfaced. This issue created a change in the house location, and thereby, a change to the lot lines. Also, the Board of Health requested grading easements for each lot in the event one of the septic systems was built prior to the other. **T. Cole made Motion to approve the ANR Plan for 50 and 52 Page Street, M. Brenner Seconded, Roll Call Vote- T. Cole, aye; P. Bertram, aye; M. Brenner, aye; M. Allison, aye. Vote passed 4-0.**

MINUTES APPROVAL: 01/25/21- T. Cole made Motion to approve the minutes of 1/25/2021, P. Bertram, Seconded, Roll Call Vote- T. Cole, aye; P. Bertram, aye; M. Brenner, aye; M. Allison, aye. Vote passed 4-0.

COMMITTEE REPORTS:

Storm Water Task Force- no report

Agricultural Commission- no report

TCP Building Design Committee- The architect presented a preliminary cost estimate of ~\$21,000,000 to the Committee.

Open Space Ad Hoc Committee- The Town's Tax Collector presented an overview of the tax title process. The Committee continued to review municipal land.

Capital Planning Committee- The Committee went over the presentation the Town Manager gave to the Finance Committee. A discrepancy was noted, and corrected, in the prioritization. The Committee continued discussing a policy change of increasing the minimum capital expenditure from \$10,000 to \$30,000.

MRPC- MRPC was assisting Lunenburg in closing out its current Green Communities Grant Award and the re-application for a new grant.

MJTC- no report

P. Bertram suggested the Board schedule an Economic Development Committee meeting, but representation was still missing from the Open Space Committee, Agricultural Commission, and the Conservation Commission.

WORKSHOP:

Chapter 325, Subdivision Regulations, Procedure for Submission and Review of Plans- Board members needed to review Definitions for discussion at an upcoming Board meeting.

Chapter 250, Zoning, Section 250-6.1. Off Street Parking and Loading Areas- Board members viewed a draft parking use table. A. Burney noted charitable institutions, outdoor entertainment, golf courses, and drive-in theaters were left blank as these categories could have different parking needs depending on the type of operation; e.g., under charitable institutions, there would be different parking requirements for a soup kitchen versus a financial aid office. Parking requirements would also differ for a batting cage versus a go-cart track under outdoor entertainment. The Board members discussed having the parking determined by the zoning official if it was a by right use; otherwise, if a site plan approval was required, it could be determined by the Planning Board. A. Burney would research and possibly discuss with Town counsel. T. Cole stated that all of the uses noted above would be new in the Town (other than golf course), and therefore would require site plan approval. Discussion to continue.

DIRECTOR'S ITEMS:

Greenleaf Botanicals Community Outreach Meeting- A. Burney updated the Board, noting that it was a presentation on what the operation would look like. The meeting was held remotely with low attendance by the public. He and the Town Manager discussed requesting Greenleaf to consider giving a second outreach meeting in the hopes of higher community attendance.

Conservation Commission Use of GIS Hours- The Commission requested the use of the 8-10 hours of free GIS hours that were available to the Town from MRPC. The Commission wanted to use those hours to finish their trail mapping grant. **P. Bertram made Motion to allow the Conservation Commission use of the free GIS hours from MRPC, M. Brenner Seconded for discussion.** M. Brenner had the understanding that those hours could also be used for master planning. A. Burney responded that when the Planning Board puts out its RFP, if a private consultant is hired, that consultant would not use MRPC's mapping. If the contract was awarded to MRPC, those hours could be used to reduce the cost of the contract. Just over \$6,000 was spent on the population study and there was still ~\$43,000 remaining for master planning. **Roll Call Vote- T. Cole, aye; P. Bertram, aye; M. Brenner, aye; M. Allison, aye. Vote passed 4-0.**

Board Rules and Regulations for Site Plan Approval & Special Permits- Discussion of Plan Submission- A hearing would be scheduled to amend the regulations regarding submittal of plans.

MEETING SCHEDULE:

February 22

North End Subaru would probably come before the Board in March for building changes.

ADJOURNMENT: P. Bertram made Motion to adjourn, M. Brenner Seconded, Roll Call Vote- P. Bertram, aye; M. Brenner, aye; M. Allison, aye. Vote passed 3-0. T. Cole had left the meeting. Adjourned 7:16 p.m.