

TOWN OF LUNENBURG

Office of the Planning Board

Matthew Brenner *Chair*
Timothy Willsmer *Vice Chair*
Amanda Reid *Clerk*
Matthew Allison *Member*
Glenn McLeod *Member*



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Christopher Reilly – Land Use Director
Logan O'Connell – Admin Asst.

MINUTES

2025-04-

MEETING POSTED: [Yes](#)

ADDRESS: Town Hall – 17 Main St, Lunenburg, MA 01462

TIME: 6:00 P.M.

PRESENT: Matthew Brenner (Chair), Timothy Willsmer (Vice Chair), Amanda Reid (Clerk), Glenn McLeod

ABSENT: Matthew Allison*

* -- Matthew Allison was present for Executive Session only.

EXECUTIVE SESSION

Matthew Brenner called the meeting to order at 5:30 P.M.

Motion: T. Willsmer, to enter into executive session and re-enter into Open Session pursuant to M.G.L. Ch. 30 s. 21(a)(3) to discuss strategy with respect to a Public Hearing if an open meeting may have detrimental effect.

Second: A. Reid

Vote: (Roll Call).

G. McLeod – Aye; M. Allison – Aye; A. Reid – Aye;

T. Willsmer – Aye; M. Brenner – Aye;

The Board entered into executive session at 5:32 P.M. (See separate minutes when published).

CALL TO ORDER / PLEDGE

Beginning the Open Session, **Matthew Brenner** greeted the public at 6:10 P.M. The pledge of allegiance was led by **Glenn McLeod**.

PUBLIC COMMENT

None at this time.

APPROVAL NOT REQUIRED (ANR)

171 Arbor St (PANR-2025-06)

Brian Marchetti (McCarty Engineering) presented for applicant PSG Realty 393-435, LLC. Property began as a subdivision but was reworked after uncovering priority habitat (blandings turtle). Previous permitting includes Common Driveway ([PBSP-24-3](#) in OpenGov), Notice of Intent, ANR for land-swap with adjacent property (PANR-2025-03) to meet frontage requirements.

The Board reviewed the plansⁱ and had no issues.

Motion: T. Willsmer, to endorse the ANR plan for 171 Arbor St.

Second: A. Reid

Vote: Voice vote, passed unanimously.

PUBLIC HEARINGS

494 Electric Ave – Site Plan Approval (SPA), Stormwater Mgmt Permit (SMP). (cont. from 2025-03-10)ⁱⁱ

Atty Jeff Avini represented applicant D&A Lunenburg, LLC.

C. Reilly provided the draft decisionⁱⁱⁱ he'd worked on with J. Avini. Specific provisions included for neighborhood concerns (easement of road to the Town, signage to prevent parking on abutters' property, 6-month review of circulation & safety). The sequence of two conditions were swapped for procedural flow of granting the easement to the Town. **M. Brenner** invited public comment – none at this time.

The Board discussed Town Counsel's non-response on this application. **M. Brenner** is less comfortable proceeding without his feedback but understands the necessity. **C. Reilly** noted that zoning bylaw provides for the assumption that no *response* means no *concerns*.

C. Reilly confirmed that this application doesn't meet the criteria of a Shopping Center in Town bylaw.

Motion: T. Willsmer, to close the public hearing on 494 Electric Ave.

Second: A. Reid

Vote: Voice vote, passed unanimously.

Motion: T. Willsmer, to approve the Site Plan Review and Stormwater Management Permit for 494 Electric Avenue with Standard Conditions and Special Conditions as presented and discussed.

Second: A. Reid

Vote: Voice vote, passed unanimously.

213 Electric Ave – SMP (cont. from 2025-03-10)

Per **C. Reilly** this was continued for the Town peer reviewer Graves Engineering, Inc (GEI) for feedback^{iv} on confirmatory test-pits during construction, included as a special condition of the draft decision^v.

M. Brenner invited public comment – none at this time. The Board reviewed the draft decision. **C. Reilly** confirmed the conditions included a requirement for recording the decision by reference to property deed.

Motion: T. Willsmer, to close the Public Hearing for 213 Electric Avenue SMP.

Second: A. Reid

Vote: Voice vote, passed unanimously.

Motion: T. Willsmer, to approve the Stormwater Management Permit for 213 Electric Ave, including the plan of record, with all Standard Conditions and the test-pit Special Condition as previously discussed.

Second: A. Reid

Vote: Voice vote, passed unanimously.

The Board endorsed the decision for the above votes.

711 Mass Ave – De Minimis Change to SPA, 2021 (cont. from 2025-03-10)

Dan Sheehan (Haley Ward) presented for applicant FWP Realty Partners, LLC. Peer review^{vi} from GEI came back. Minor grading change for units 1 and 2 addressed in revised plan^{vii}. Snow storage relocated to between units 3 and 7.

Motion: T. Willsmer, to close the Public Hearing for De Minimis change to 711 Mass Ave Site Plan Approval and Special Permit

Second: A. Reid

Vote: Voice vote, passed unanimously.

Motion: T. Willsmer, to accept the change as De Minimis.

Second: A. Reid

Vote: Voice vote, passed unanimously.

Motion: T. Willsmer, to approve the De Minimis change as per plan of record.

Second: A. Reid

Vote: Voice vote, passed unanimously.

994 Northfield Rd – SPA (cont. from 2025-03-10)

Greg Roy (Dillis & Roy) presented for applicant Town of Lunenburg Conservation Commission. Was continued to incorporate revisions for public comments & allow align permitting timeline with Conservation Commission (ConComm), which issued Order of Conditions for this plan on 03-19.

Project doesn't need SMP from the Board but does need compliance with MassDEP's Stormwater Mgmt. Standards, which ConComm reviews. Proposed wetland replication area revised per ConComm feedback. Row of naturalized shrubs added to discourage public from walking onto golf course / abutting properties.

M. Brenner invited public comment.

Laura Caron-Gustus (19 Burke St) owns 994 Northfield Rd (Settler's Crossing Golf Course), was confused why application was advertised with this address. **L. O'Connell** explained – the application is actually pursuant to 994 Northfield Rd *Rear* (Map 37 Parcel 15), which is separate land. This will be clarified in upcoming documents. Per **C. Reilly** the Assessors assign address numbers based on Fire Dept recommendations.

Tanya Eberlin manages Settler's Crossing – noted trespass incidents / that responding police weren't aware of proposed parking. Concerned about parking lot's seclusion. (Out of order): **L. O'Connell** clarified the

Police Department has an established recipient notified of applications through OpenGov who reviewed this without comment early January.

Michelle Matthew (914 Northfield Rd) lives across from proposed site. Gathered signatures from 13 neighbors who object. Concerned about partying, illegal dumping, etc at new parking lot. Per **C. Reilly** installing security devices / cameras is common solution for this, can be part of approval conditions.

Arthur Dragoslis (971 Northfield Rd) opined neighborhood opposes this / no parking new parking is needed to enjoy Table Rock. Opined row of shrubs noted by G. Roy is insufficient for safety. Noted history of illegal dumping at existing entrance & other locations on Northfield Rd. **T. Willsmer** acknowledged but noted the other locations are *private* land which the Town doesn't maintain.

M. Brenner emphasized the Planning Board's limited discretion in Site Plan Review process. **C. Reilly** noted that Site Plan Review can be conditioned but not denied.

Mary Wilson (138 Whiting St) is Chair of Conservation Commission. Said ConComm had numerous requests for safer & improved access to Table Rock. Town spent money on land (purchase only 60% grant-funded). (Out of order): M. Wilson presented annotated photos of the existing entrance; emphasized dangers of walking on road's narrow shoulders & potential for public confusion from private property signage.

A. Dragoslis noted a large sign pointing to the trail wasn't in the pictures & opined it was walkable as-is.

Cory Schnepfer (872 Northfield Rd) Supports increased access to conservation land, cited the Lane conservation area as example. **Juliana Webber (872 Northfield Rd)** is a field ecologist, commended the plantings included in plan.

Chris Martins (981 Northfield Rd) asked why plan isn't expanding *existing* parking across the street to avoid wetlands impacts. (Out of order): Noted other public access points exist. **M. Wilson** noted they fit 1 car each / there's no place with access for 2+ cars.

Bob Pease (11 Wintergreen Ct) served on Conservation Commission during this project. Noted Conservation has zero tax-dollars for maintaining lands (including potential cameras). All trail creation, routine trash removal, etc is done by volunteers. Opined the earlier concerns will be mitigated by heavier public use of land. Willing to help demarcate border between Table Rock and Settler's Crossing.

Discussion continued and touched on possible liability for golf ball damage, potential loitering & dumping, and budgeting for security cameras. Cheap cameras are available but possibly inadequate for providing evidence. **B. Pease** reiterated limited scope of Site Plan Review process.

Motion: **T. Willsmer, to close the Public Hearing for 994 Northfield Rd Rear.**

Second: **A. Reid**

Vote: **Voice vote, passed unanimously.**

The Board briefly discussed conditioning to resolve address ambiguity and golf ball risks.

Motion: **T. Willsmer, to approve the Site Plan Review for 994 Northfield Rd Rear with all Standard Conditions and two special conditions: (1) applicant puts up park-at-own-risk signage, (2) applicant petitions to get address changed so it doesn't appear to be the same address as Settler's Crossing golf course to the public.**

Second: A. Reid

Vote: Voice vote, passed unanimously.

485 Leominster-Shirley Rd – SPA

A. Reid read the public hearing notice, hearing opened 8:31 P.M.

Applicant **Ryan McGlothlin (Silo Electric LLC)** presented. Worked previously with Town to craft solar zoning bylaw that was passed. Project purpose is for Battery Energy Storage System (BESS) used to store energy from solar panels & discharge it as needed.

Steve Glowacki (R.J. O’Connell & Associates Inc) presented^{viii}. Site is approx. 6.57 acres. Area of interest is approx. 1300 sqft, facility itself is approx. 5000 sqft & categorized as “Medium” BESS under zoning bylaw. BESS consists of battery storage cabinets set on concrete pads enclosed in 50’x120’ security fence. Gravel area on site used to navigate equipment. Site served by electrical poles coming off main road. System is fed at non-peak times & discharged at peak times. Circulation maintained for emergency vehicle access.

Stormwater: existing swale will be moved to east side. Net increase of impervious area is approx. 900 sqft.

M. Brenner noted the report from GEI^{ix} found no issues. **R. McGlothlin** noted the Fire Dept & Police Dept’s previous feedback was implemented.

Motion: T. Willsmer, to close the public hearing for 485 Leominster-Shirley Rd Site Plan Review.

Second: A. Reid

Vote: Voice vote, passed unanimously.

Motion: T. Willsmer, to approve the Site Plan Review for 485 Leominster-Shirley Rd as-presented with Standard Conditions.

Second: A. Reid

Vote: Voice vote, passed unanimously.

1523 Mass Ave – Special Permit (Common Driveway)

A. Reid read the public hearing notice, hearing opened 8:48 P.M.

Greg Roy (Dillis & Roy) presented for applicant Proctor Mass Ave Realty Trust. Noted Ryan Proctor (a D&R employee) wasn’t presenting since he’s planning a house on this lot. Property has an existing common driveway, lot at 1523 was historically used as single-family residence. Since house was moved off-site in 2000s, the use as a common driveway has technically lapsed (one branch goes to empty lot).

Three waivers requested from Common Driveway bylaw §250-6.4(C)[7], all reviewed with Fire Chief:

1. *Minimum pavement width of 18 ft:*
Use current width instead. Entrance to be widened slightly per Fire Dept. feedback.
2. *Longitudinal grade not steeper than 2% within 75 ft. of street’s right-of-way:*
Use slightly steeper existing grade.
3. *Rounded at a street intersection or cutback to provide curb radius of 30+ ft:*
Use existing curb radii (20 ft. on western side).

Noted site includes wetlands, Notice of Intent has been filed with Conservation Commission.

The Board discussed & had no concerns since Fire Dept. reviewed waivers prior.

Motion: T. Willsmer, to close the public hearing for 1523 Mass Ave Special Permit.

Second: A. Reid

Vote: Voice vote, passed unanimously.

Motion: T. Willsmer, to approve the Special Permit for Common Driveway as per the plan of record for 1523 Mass Ave with Standard Conditions.

Second: A. Reid

Vote: Voice vote, passed unanimously.

DECISIONS

The Board reviewed two SMP decisions: 255 Sunny Hill Rd and 560 Goodrich St. (The decision for 213 Electric Ave was signed just after its public hearing). The Board found no issues and endorsed both.

BOARD DISCUSSIONS

Zoning Workshop – Accessory Dwelling Units (ADUs) and Floodplain Bylaws (FIRM)

Per **C. Reilly** – Town Counsel suggested minor changes which don't need formal review by the Planning Board, which will be finalized for the Warrant's printing on April 7th. A Public Hearing for these will likely be scheduled for April 28th. The State finalized the model bylaw for Accessory Dwelling Units approx. 2 weeks ago. Sent Lunenburg's draft FIRM bylaw to Katie Paight (Dept. Of Conservation & Recreation), she had no comments.

M. Brenner noted his resent presentation with C. Reilly to the Select Board on these amendments.

G. McLeod asked about conflicting information on the max total number of ADUs. Per **C. Reilly** - one ADU is provided as a "protected use" under the Dover Amendment and a Special Permit can be required for any thereafter. **M. Brenner** outlined a theoretical edge-case in which a pre-existing ADU results in 4 total dwelling units on a lot.

Standard Operating Procedures

Per **C. Reilly** – Recent decisions outline the distinct Standard Conditions for Site Plan Approvals, Special Permits, and Stormwater Management Permits.

Suggested a comprehensive review of Standard Operating Procedures, noting the De Minimis change approved tonight didn't meet the published criteria to be considered "de minimis".

ABUTTING COMMUNITY NOTICES

None of concern.

COMMITTEE REPORTS

Master Plan Steering Committee

Per T. Willsmer – have not met since last meeting.

Open Space Committee

Per G. McLeod – have not met since last meeting.

Municipal Bldg. Design Committee

M. Allison absent.

Capital Planning Committee

Per M. Brenner – met last week for new Town Manager to review the Interim Town Manager’s recommendations. Some paperwork missing from transfer to new Town Manager.

Economic Development Committee

Per G. McLeod – have not met since last meeting.

Storm Water Task Force

Per T. Willsmer – met last week, going well. Continuing to workshop fee structures, including amounts & communications. Brief presentation slated for next Town Meeting to introduce Stormwater Utility concept.

Montachusett Regional Planning Commission

Per A. Reid – have not met since last meeting.

Montachusett Joint Transportation Committee

Per A. Reid – met, mostly covered budgetary concerns. Mass Ave project mentioned at last Planning Board meeting undated, likely 5 years out.

MINUTES APPROVAL

2025-03-10: Incomplete, deferred to next meeting.

MEETING SCHEDULE

Upcoming meetings are **04-14** and **04-28** at 6:00 P.M.

PUBLIC COMMENT

None at this time.

BOARD COMMENT / CONCERNS

M. Brenner thanked the Board.

Logan O’Connell (711 Page St) suggested discussing public-facing tools like SeeClickFix for “311 needs” like public dumping with the Select Board. **M. Brenner** noted that it’s ultimately the responsibility of the landowner to resolve dumping issues on their property and acknowledged illegal dumping’s frequency.

ADJOURNMENT

Motion: T. Willsmer, to adjourn.

Second: A. Reid

Voice vote, passed unanimously. Meeting adjourned 9:27 P.M.

Minutes by Logan O'Connell, Admin Asst.

DOCUMENTS REFERENCED

ⁱ 2025-03-10 Plan of Land in Lunenburg, Mass prepared for PSG Realty 393-435, LLC. No. 23-267C – Tauper Land Survey

ⁱⁱ See [PBSA-24-4](#) and [PBSW-24-1](#) in OpenGov.

ⁱⁱⁱ 2025-03-24 Staff Report – Town of Lunenburg

^{iv} 213 Electric Avenue Stormwater Management Review – Graves Engineering, Inc

^v 2025-03-24 213 Electric Ave Stormwater Management Permit Decision – Town of Lunenburg

^{vi} 2025-03-21 711 Massachusetts Avenue Site Plan Modification Review – Graves Engineering, Inc

^{vii} 2025-03-20 Site Plan for Massachusetts Avenue in Lunenburg, Massachusetts, No. 5-G-238. - Whitman & Bingham Associates

^{viii} 2025-01-06 Site Plan of 485 Leominster-Shirley Road Lunenburg, Massachusetts #23033 – R.J. O’Connell & Associates, Inc.

^{ix} 2025-03-20 485 Leominster Shirley Road Site Plan Review – Graves Engineering, Inc.