

TOWN OF LUNENBURG

Office of the Planning Board

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



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Jasmin Farinacci – Land Use Director
Jennifer Daigle – Admin Asst.

Planning Board MINUTES

2025-08-25

Meeting posted: Yes

Address: Town Hall –17 Main St. Lunenburg, MA 01462

Time: 6:00 PM

Present: T. Willsmer, A. Reid, M. Brenner, A. Burney

Absent: none

CALL TO ORDER

Chair M.Brenner called the meeting to order

Public Comment- none at this time

CHAIR / DIRECTOR'S REPORT

Per M. Brenner : Noted M. Allison's departure from the Board and recognized his 11 years of dedication to the Town

Thursday Oct 2nd Town Government Meet and Greet By Economic Development Committee
5:30pm-8:30pm at Smokestack Roasters, great way to meet government reps and make connections.

Land use Director position will be posted shortly, focus on Planning and Economic Development position.

Training for OpenGov will be held by Building Inspector, Brian Gingras for members of the Board next meeting to allow full access to Planning office communications and info.

MBTA Communities is upcoming, settled on paper compliance model. Consultants will be getting back to us in next couple of weeks. Goal to have public hearing on 9/22 meeting, with info submitted by the end of the week.

LBA meetings asked if Board could help with understanding Stormwater Utility, group meets 8:30am weekdays. T. Willsmer will adjust to help with any info needed.

New paint in Planning Office to update the Ritter Building.

J. Farinacci nothing to report

DECISIONS-

None at this time to be noted

Approval Not Required (ANR) Plans

830 Mass Ave ANR-25-10

Ryan Proctor -Dillis and Roy presenting for future parcel swap. Intends to create a parcel 2 for a conveyance to future southerly property lot . Remaining land (lot 1 A) Current lot will still conform to the minimum requirements in the zoning district which is the residential A as well as the limited business zone district. 830 Mass Ave Does contain a single family home currently and will be filing for sewer connection permit on existing lot . Area of property outlined in blue currently is vacant. **M. Brenner** asks if application was submitted to the BOH. **Mr. Proctor** confirms that he has done so.

A. Burney asks about width for remaining portion of property opening. **Mr. Proctor** states he believes it may be 25ft. **A. Burney** believes that anything under 50ft doesn't count toward lot size does not want to violate current ANR statue. **M. Brenner** asks about 21 day timeline. **A. Burney** advises applicant can ask for extension of time by request, or Board can deny with clarifications. Applicant decides to ask for extension to next meeting, 9/8, to give clarification on site dimensions.

PUBLIC HEARINGS

Motion: A.Reid moved, to open the public hearings 499 Northfield Road

Second: A.Reid

Vote: A. Reid – Aye, T.Willsmer -Aye, A. Burney -abstained, passed.

499 Northfield Road PBSA-25-6

Justin LeClair McCarty engineering representing Mr. & Mrs. Deschamps 499 Northfield Road , Pat Broady Shelter for Cats looking to expand to 1800 sq ft addition to the existing building. ZBA has granted special permit, and Con Comm has given order of conditions. Plan for septic needs to expand erosion control, BOH is amendable to expand as well.

M. Brenner questioned area of lot line denoted on plans with future ANR. Mr. LeClair clarifies that the Deschamps bought lot from previous lot 6, as to not abut development that occurred on nearby lots. Mr. Burney asks if 81x or conveyance will occur for the two lots. Mr. Burney suggests to have both done to have the most clear appearance of plots.

Conditional operations plans and maintenance plan for storm water drip edge requested by the Board

Motion: A. Burney moved, to close the public hearings 499 Northfield Road

Second: T. Willsmer

Vote: A. Reid – Aye, T.Willsmer -Aye, A. Burney -Aye, hearing closed.

Motion: T. Willsmer moved to approve site plan with all standard conditions with additional condition of submission of conditional operations plan submission and maintenance plan for storm water drip edge submission for 499 Northfield Road

Second: A. Reid

Vote: A. Reid – Aye, T.Willsmer -Aye, A. Burney -Aye, passed.

REORGANIZATION

Municipal Building Design Committee -Vacancy

M. Brenner put forth that he is interested in this spot due to amount of public speaking needed to present ideas to move projects forward.

Motion: A. Burney moved to nominate M. Brenner to the open position on the Municipal Building Design Committee.

Second: A. Reid

Vote: A. Reid – Aye, T.Willsmer -Aye, A. Burney -Aye, passed.

Signature of paperwork- 430 Mulpus Road to clear up paperwork internally. Details spoken about in regards to the need to move account from old passbook account to correct account standing per regulations as outlined by Treasurer. Chair explains the internal process for clarity to the Board.

Motion: A. Burney moved to have planning board close out the current account for 430 Mulpus Road Performance Guarantee then turn over the funds to the town treasurer to use as the assurity deposit to create a new performance guarantee account in the correct format.

Second: T. Willsmer

Vote: A. Reid – Aye, T.Willsmer -Aye, A. Burney -Aye, passed.

Master Plan Steering Committee

Per T. Willsmer are in refining process to prepare for Town Meeting, the document will be broken into sections and sections will be sent to the applicable boards for comment. Time frame for delivery would be by the end of September. A. Burney requests that the item be moved to first meeting in September to give the board adequate time to review. M. Brenner clarified that will discuss process to community. Moved to next meetings discussion agenda.

Open Space Committee

Per T.Willsmer – passed on property West Townsend Rd coming out of chapter due to documenting issues. Not looking to pick up property.

Municipal Bldg. Design Committee

Per T.Willsmer –

Capital Planning Committee

Per M.Brenner just beginning to revive. Will be getting meetings going soon.

Economic Development Committee

Per **M. Brenner** met last week to assist to call meeting as Cathy Clark has stepped back. Jocei Gilchrest is the new chair and looking forward to more meetings and output. Would like to with new planner look at new charter for clarification.

Storm Water Task Force

Per **Vice Chair T. Willsmer** – not sure will have info for presentation at Town meeting.

Montachusett Regional Planning Commission

Per **Clerk A. Reid** – nothing to update. Mostly budgetary

Montachusett Joint Transportation Committee

Per **Clerk A. Reid** – unable to attend last meeting. No notes to share

Decisions- none at this time

BOARD DISCUSSIONS

Community Abutter Notices- none at this time to report

MINUTES APPROVAL

Meeting 7/14

Motion to approve A. Burney

Second: T. Willsmer **seconded**

Vote: A. Reid – Aye, T. Willsmer – Aye, A. Burney -Aye

Approved minutes

MEETING SCHEDULE

The upcoming meeting is 09-08-2025 at 6:00 P.M. 9-22-25, (10-27-25 May not need this meeting)

PUBLIC COMMENT

No one online or in the room at this time.

A. Burney noted about scams linking to recent public hearing notices via invoices. M. Brenner advised public to call office directly and do not use phone info listed on erroneous notices.

BOARD COMMENT / CONCERNS

ADJOURNMENT

Motion: M. Brenner to adjourn the meeting, moved by T.Willsmer

Second: A. Reid **seconded**

Vote: Voice vote, passed unanimously.

Meeting adjourned.

Minutes by Jennifer Daigle, Admin Asst.

DOCUMENTS REFERENCED