

# TOWN OF LUNENBURG

## Office of the Planning Board

Matthew Brenner *Chair*

Timothy Willsmer *Vice*  
*Chair*

Amanda Reid *Clerk*

Adam Burney *Member*

*r*

*Vacant Member*



Tel: (978) 582-4146,  
opt. 5

Fax: (978) 582-4353

960 Massachusetts Ave

Lunenburg, MA 01462

Richard Harris –  
*Interim Planning Director*

### *11/10/2025 Minutes*

**Roll Call:** M. Brenner, T. Willsmer, A. Reid, A. Burney

1. **CALL TO ORDER**

*M Brenner called to order at 6:02pm*

2. **CHAIR / DIRECTOR'S REPORT**

*M. Brenner stated that the slides for the two warrant articles are ready and submitted for the Special Town Meeting. Construction is coming along nicely. We have walls up, electrical is installed, sheet rock and paint are happening. A new Admin has been hired and will be joining us in the next couple of weeks.*

3. **PUBLIC HEARINGS**

• **255 Sunny Hill Rd, PBSW-25-4 Stormwater (continued from 10/27/25)**

*Brain Marchetti (McCarty Engineering) represented the applicant. Stated same plan that was submitted and approved by Conservation, was only missing 2 pipe locations. All back taxes have been paid. After discussing riverfront area, rain gardens, and plantings. A. Burney moved to close hearing. A. Reid, Second. M. Brenner reminded T. Willsmer he cannot vote as he was not present when hearing opened. The Board discussed wanting extra inspections in addition to the standard conditions. A. Burney moved to approve Stormwater PBSW-25-4 including all **standard conditions and the additional condition that inspections be conducted** at the pre-tree removal, the erosion and sedimentation control in installation phase, and the bottom inspections for all the stormwater facilities. Including cut sheets of media. To be submitted for the rain garden and final inspection. A. Reid, Second*

***Roll Call Vote:*** A Burney, **AYE**; A Reid, **AYE**; M Brenner, **AYE** (3/0)

• **560 Mulpus Rd, PBSP-25-7 Special Permit – Ground mounted solar**

*Evan St. Thomas Dutill (Team Sunshine) represented applicant. To install ground mounted solar. Have already been approved by Conservation and ZBA. Discussed having interconnection approvals uploaded, how panels will be mounted to the ground, if trenching is going to be done and/or any disturbances between the racks. A. Burney*

*moved to approve with standard special permit conditions and to be modified to remove any not applicable to the solar development. If the Board of Health requires modification that substantially alters the location, size, or orientation of the solar panels, the applicant returns to Planning Board. The interconnection approval between owner and Unitil be uploaded prior to issuance of building permit. A. Reid, Second*

*Roll Call Vote: A Burney, AYE; A Reid, AYE; T Willsmer, AYE; M Brenner AYE (4/0)*

4. **BOARD DISCUSSIONS**

- **Open Space Committee**

- ❖ **Change one seat from community member to Agricultural Commission**

- ❖ **Establish Open Space as independent committee, not ad hoc of Planning Board**

*Mike Toohill, Chair, Community Member on behalf of the commission, they have an empty community member seat and would like to change it to an Agricultural representative. M Brenner commented that it makes sense, and the board agreed. A Burney asked if a member of the Agricultural Commission or an agricultural minded person. M Toohill stated it should be a commission member. Discussed that the committee would get to appoint their member as the other boards do. They would like to stay a 7-member appointed board, not elected, with the Planning Board the appointing body. A Burney stated it should be brought before select board as they appoint commission members, however Planning is an elected board so not out of scope. It should be presented at spring meeting. M Toohill stated he has not spoken to the Agricultural Committee yet and wants to also speak to the town manager. Determined best course of action is M Toohill is to write the new By-law and send it to the board for review and the Board will endorse that language before the By-law Review Committee.*

5. **COMMITTEE REPORTS**

- **Master Plan Steering Committee**

*MT. Willsmer, unable to attend last meeting, meet this Wednesday*

- **Open Space Committee**

*See above*

- **Municipal Bldg. Design Committee**

*M Brenner, discussions continue. Took a tour of Ritter and Town hall looking at the building structures. The town hall is solid. Could it be used as 1<sup>st</sup> fl meeting spaces and 2<sup>nd</sup> fl PAC studio? Could Ritter be used as main town government building? Board needs to see and discuss more, but progress is being made*

- **Capital Planning Committee**

*M Brenner, moving forward, a little behind. Will meet again after holiday*

- **Economic Development Committee**

*M Brenner, has not met since last meeting, next meeting is in December*

- **Storm Water Task Force**

*T Willsmer, working on getting a new contractor/designer, was unhappy with the original. Waiting for Special Town Meeting. There was no meeting in November, next meeting 1<sup>st</sup> week of December*

- **Montachusett Regional Planning Commission**

*A Reid, no update, no one attended*

- **Montachusett Joint Transportation Committee**

*A Reid, no meeting until December*

6. **MEETING SCHEDULE**

*11/24, 12/15*

7. **BOARD COMMENT**

*A Burney, attended Southern New England American Planners Association conference and Mass APA voted free chapter membership to Planning & Zoning Members. Chapter Only. National dues still required. The CPTC classes are starting again. The CPTC conference is coming in March. It is a Saturday but a great way to learn and network with people doing the same as you.*

*Housing – MBTA Chapa – Municipal Engagement Initiative, it is where they bring their housing planners and others to town to setup a grass roots housing advocates to start and support and talk housing issues, drive process from bottom up. In the application process now. Something to consider as we start looking at other housing options, mixed-use options.*

8. **ADJOURNMENT**

*T Willsmer **moved to adjourn**, A Reid Second*

***Roll Call Vote: A Burney, AYE; A Reid, AYE, T Willsmer, AYE; M Brenner AYE (4/0)***

***Adjourned 7:28pm***