

TOWN OF LUNENBURG

Office of the Planning Board

Matthew Brenner, *Chair*

Timothy Willsmer, *Vice Chair*

Amanda Reid, *Clerk*

Adam Burney, *Member*

Vacant, Member



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Richard Harris –
Interim Planning Director
Leigh Bain – *Admin. Assistant*

12/15/2025 Minutes

Roll Call: M. Brenner, A. Reid (remote), A. Burney; **Absent:** T. Willsmer

1. CALL TO ORDER

M Brenner called to order 6:03pm

2. CHAIR / DIRECTOR'S REPORT

- *M Brenner announced that we have a town Director of Planning and Economic Development. Stephen Wallace who is currently working for the Town of Sterling, has many years of experience and will be joining us at the beginning of February. He will be a great asset as his view is communication with the public about changes is KEY to getting projects implemented.*
- *M Brenner announced last Wednesday officially wrapped the Master Plan Steering Committee. The consultants are drafting concepts now and writing the final draft for the board to review in the new year. The committee will have one more official meeting to approve minutes. The purpose of the Master Plan is to set the towns direction for the next 10+ years.*
- ***Official record of participants whom we very much appreciate and thank for all their hard work and valued time.***
Kim Duff, Anthony Sculimbrene, Gerald Reid, Timothy Willsmer, David Niose, Glenn McLeod, Emily Young, Sondria Harp, Teddy Doucette, Mike Rupp, Josie Gilcrest, Deb Lincoln, Amanda Moore, Evan Waters, Karin Menard, Dick Mayou, Lou Franco, Carol Archenbaugh, Richard Birch, Pete Lincoln, Amanda Reid, Adam Burney, Matthew Allison, Tanner Cole, Paula Bertram and also Every Member of every Board, Committee, Department Heads, the public, anyone who has had any say/feedback over the last 3 years. Along with Innes Associates and RKG.

3. APPROVAL NOT REQUIRED (ANR) PLANS

- **222 West Townsend Rd., (ANR-25-12)**

Mike Blood (MSB Property Management), split 1 lot into 5, keeping existing structure. A Burney stated Stormwater will be required based on acreage being disturbed and is recommending a

*Stormwater permit for each individual lot. If one permit for all 5 then we will also require an HOA and recorded documents showing easements, maintenance, long term care and such. M Brenner looked for **motion to endorse**. A Burney **moved**, A Reid **Second**.*

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

4. PUBLIC HEARINGS

- **Continued from 11/24/25, 30 Summer Street Special Permit (PBSP-25-9), Stormwater Permit (PBSW-25-6), Site Plan Approval (PBSA-25-8)- Peer Review**

*Greg Roy (Dillis & Roy) requests an extension as Peer Review is not back and Board does not have a quorum for Special Permit. A. Burney **moved to continue** to next meeting 1/12/26. A Reid **Second**.*

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

- **0 Reservoir Rd Stormwater Permit (PBSW 25-5)**

*Justin LeClair (McCarty Engineering) presented on behalf of the applicant. A Burney stated this will require a Special Permit for Common Driveway and should apply for that permit first as has issues with the proposed driveway and thinks it should be moved further up Goodrich St. J LeClair stated DPW had similar concerns. Both R Harris and M Brenner repeated A Burney apprehension on Stormwater first as if when the Special Permit comes around and possibly denied, it will void the Stormwater. J LeClair stated he would like to proceed with the Stormwater permit and get a Peer Review. A Burney **moved to send to Graves for a Peer Review**, requiring a **\$2000.00 deposit**. A Reid, **Second**.*

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

*A Burney **motioned to continue** to 1/12/26 meeting, A Reid **Second**.*

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

5. DECISIONS AND BUSINESS

- **100 Townsend Harbor Rd Stormwater Permit (PBSW-25-2)**

- **Bond for 116 Townsend Harbor Rd**

*Jim Simpson, on behalf of the applicant, requested an extension on completing work due to seasonal changes. Discussed how an extension will work with a Performance Guarantee (Bond) to ensure the work does get completed. Discussed an estimated cost for the work to be completed and determined \$4000.00 would be enough. A Burney **motioned to set Bond at \$4000.00**, A Reid, **Second**.*

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

*A Burney **motioned to approve the Bond and not endorse until check clears**. A Reid **Second**.*

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

6. COMMITTEE REPORTS

- **Master Plan Steering Committee**

Discussed at beginning of meeting

- **Open Space Committee**

N/A, Tim absent

- **Municipal Bldg. Design Committee**

Will meet again in January, we will be putting together questions for when meeting with department heads. What are their needs for a centralized Town Hall?

- **Capital Planning Committee**

We do not know the budget; we will meet on Wednesday. The report will be late and we will pay a late penalty.

- **Economic Development Committee**

Met last Tuesday, Chamber of Commerce presented what they can/will be continuing to do to assist the community and businesses

- **Storm Water Task Force**

N/A, Tim Absent

- **Montachusett Joint Transportation Committee**

Was not attended, will be attending again in January

- **Montachusett Regional Planning Commission**

Was not attended, conflict. Will attend January

7. MINUTES APPROVAL

- **10/27/25 meeting (to send to AG)**

*A Burney, Error in the MBTA section, should be “Smart Growth District” and does not like the column format. A Burney **moved to make changes**, A Reid **Second***

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

- **11/24/25 meeting**

*A Burney **motioned to approve minutes**. A Reid, **Second***

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

8. MEETING SCHEDULE (6:00 P.M. at Town Hall or otherwise stated)

1/12/26 & 1/26/26

9. ADJOURNMENT

*A Burney **motioned to Adjourn**, A Reid, **Second***

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

Adjourned at 7:24pm