

# TOWN OF LUNENBURG

## Office of the Planning Board

Matthew Brenner - *Chair*

Timothy Willsmer - *Vice Chair*

Amanda Reid - *Clerk*

Adam Burney - *Member*

*Vacant - Member*



Tel: (978) 582-4146, opt.

5

Fax: (978) 582-4353

960 Massachusetts Ave

Lunenburg, MA 01462

Stephen Wallace – *Director of  
Planning and Economic  
Development*  
Leigh Bain – *Administrative  
Assistant*

### 03/16/26 Minutes

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

- **CALL TO ORDER**

- *M. Brenner @ 6:01pm*

- **CHAIR / DIRECTOR'S REPORT**

- *Stephen Wallace stated that we are making progress on the 925 Mass Ave property. We have received some MRPC brownfield funding which will get us a Cost Estimate for Clean-up, a Time Frame, and funding sources that can be added to the RFP. Hopes are to have estimates by the first week of April and RFP out by the end of April.*

- **APPROVAL NOT REQUIRED (ANR) PLANS**

- **continued from 2/23/26 (Canceled Meeting) 0 Reservoir Rd. (ANR-26-2)** *Received letter requesting continuance to April 13, 2026. A. Burney moved to continue to the 4/13/26 meeting. A. Reid, Second.*

*Verbal Vote: AYE (4/0)*

- **10 Parmenter Rd. (ANR-26-3)**

*Ryan Proctor (Dillis & Roy) on behalf of the applicant, concerns with previous plan have been addressed. The viability of Fire Rd 15, removed the lots and consolidated into one lot. The lots on the corner of Ruth St. have been shifted to the left. S. Wallace asked if planning on submitting individual Stormwater, we would want one for all. A. Burney suggested phasing it. M Brenner asked if all roads, Parmenter Rd, Ruth St, and Round Rd are paved and if the cul-de-sac has been constructed. R Proctor stated there is frontage because they intend to convey the lot to the abutter to the North (Perkins Rev Trust). A Burney asked if such is noted on the plan. R Proctor stated it is not. A Lorden stated that there is adequate frontage. A Wallace stated it must be Real Access not proposed. R Proctor asked if the note of conveying lot to abutter to create a parcel would get it passed. S. Wallace stated it would. A. Burney moved to continue to 3/23/26 meeting. A. Reid, Second*

*Verbal Vote: AYE (4/0)*

- **PUBLIC HEARINGS**

- **continued from 2/23/26 (Canceled Meeting) 475 Leominster- Shirley Rd. (PMOD-25-3)** *Bill Hannigan (Hannigan Engineering, Inc) and Brandon Smith (New Leaf Energy) on behalf of the applicant presented what they believe are de minimis changes to original site plan decision dated 11/22/2021. Changes are removing parking spaces for solar battery storage. M. Brenner questioned if this changes the snow storage. Per B. Hannigan, it does not. Both A. Burney and M. Brenner stated they like this plan better. A. Burney moved to close Public Hearing, A. Reid Second.*

*Verbal Vote: AYE (4/0)*

*A. Burney moved the changes are De Minimis, A. Reid, Second.*

*Verbal Vote AYE (4/0)*

*A. Burney moved to accept the changes with the condition a new plan is submitted to the Planning Office., A. Reid, Second.*

*Verbal Vote: AYE (4/0)*

- **860 New West Townsend Rd., Site Plan Approval, (PBSA-26-1); Stormwater Permit, (PBSW-26-1); Special Permit, (PBSP-26-1)** *Ryan Proctor (Dillis & Roy) on behalf of the applicant shared this is a 31-acre subdivision consisting of 4 ANR lots, each containing townhouses, 5 units each for a total of 20 units. They will have a common driveway. Each lot will have private septic and well water along with a fire system. Have already filed a Notice of Intent with Conservation. Applicants have established a 53G account for a Peer Review. S. Wallace stated that the plans have been sent to Graves Engineering and expects the results this week. R. Proctor stated will need time to review and respond. A. Burney moved to continue to 4/13/26 meeting*
- **225 Leominster-Shirley Rd. Site Plan & Storm Water Modification (PMOD-26-1), De Minimis**
- **continued from 12/15/25: 0 Reservoir Rd. Storm Water Permit, (PBSW-25-5(Peer Review))** *Received letter requesting continuance to April 13, 2026. A. Burney moved to continue to the 4/13/26 meeting. A Reid, Second.*

*Verbal Vote: AYE (4/0)*
- **continued from 2/9/26: 0 Reservoir Rd., Special Permit, (PBSP-25-10)** *Received letter requesting continuance to April 13, 2026. A. Burney moved to continue to the 4/13/26 meeting. A Reid, Second.*

*Verbal Vote: AYE (4/0)*
- **continued from 11/24/25: 30 Summer St., Stormwater Permit, (PBSW-25-6); Site Plan Review (PBSA-25-8); Special Permit (PBSP-25-9)** *Received letter requesting continuance to April 13, 2026. A. Burney moved to continue to the 4/13/26 meeting. A Reid, Second.*

*Verbal Vote: AYE (4/0)*

- **DECISIONS and BUSINESS**

- **Master Plan**

*S. Wallace stated he received feedback from A. Reid and A. Burney and he will be submitting to the consultant, Over Under Inc. M. Brenner stated his feedback has been submitted directly to the consultant. The Board and Kim Duffy, 1497 Mass Ave, Chair of the MasterPlan Steering Committee discussed the feedback. Some of the concerns were; Color Scheme, Font size – consistency, Maps are hard to read – not user friendly, Maps should be on their own pages, Tables are missing in some areas, Tables do not make*

sense where located, Legend/key missing, Land Use does not mention the passage of MBTA and overlay districts, Verbiage should be non-bias, Implementation table is incorrect. Some other topics discussed were; micro-breweries are part of agrotourism, encourage small businesses by removing barriers (minor site plan review), a promotional brochure, an online farmers guide so farmers can contact each other directly, re-writing zoning by-laws, looking for Grants, Cluster Developments. S. Wallace stated he will get everything complied and sent over to the consultants.

- **2026 Planning Dept. Work Program and Zoning Amendments**

S. Wallace and the Board discussed his projected work items. It was determined for 2026 he will Rewrite zoning bylaw's inclusionary zoning section, draft a senior housing bylaw, draft a minor site plan review provision, and draft a cluster housing bylaw by the end of the year. Will update the fee shedule to discuss at one of the April meetings. He will update the Housing Production Plan with target completion 7-2026 through 4-2027. Work with MRPC on the Mapping Project. The RFP on 925 Mass Ave is ongoing as is the Tax Title property Dispositions.

- **BOARD DISCUSSIONS**

- **1083 Northfield Rd – Notice of Intent, Right of 1<sup>st</sup> Refusal**

T. Willsmer mentioned that the OpenSpace Committee voted NOT to exercise its ROFR. The land does not meet the town's standards. It does not connect to other town's properties, and the acreage is smaller. A Burney advised passing, not to exercise our right of first refusal. A Reid, Second  
Verbal Vote: AYE (4/0)

- **181 Electric Ave, Storm Water Permit (PBSW-24-9), Request for Certificate of**

**Completion** Daniel Sheehan (Haley Ward, Inc) on behalf of the applicant. Applicant is seeking Stormwater Certificate for 181 and 189 Electric Ave. S. Wallace stated he has visited the site and has asked for and received an as-built plan and punch-list of remaining work. A. Burney asked if we have a completion report. S. Wallace stated he does not believe so. A. Burney stated he will not approve without a Stormwater Inspection and Review. He also wants a 20-30% escalator with the Bond. He wants a Cash Bond, not a Surety Bond. M Brenner asked for clarification on why. A Burney explained Cash is available if we need it; a Surety bond is having to go through a third party to get money if needed. A. Burney moved to send bond estimates to Graves, ask for a progress report, and a report when work is complete. If numbers match, submit Cash Bond with a 25% contingency clause (escalator). A. Reid, Second.

Verbal Vote: AYE (4/0)

- **COMMITTEE REPORTS**

- Master Plan Steering Committee

Discussed above

- Open Space Committee

Making progress on becoming own committee, voted Not to exercise First Right of Refusal

- Municipal Bldg. Design Committee

Shifting Purpose – no longer primary purpose to use Town Hall and Ritter but to identify town needs and what best economical options may be

- Capital Planning Committee

Has not met as waiting on budget

- Economic Development Committee

No meeting due to lack of quorum

- Storm Water Task Force

Held the Public info session, progressing well. Will be presenting at next Town Meeting

- Montachusett Regional Planning Commission  
*Meet 2 weeks ago, meeting was approvals of positions. They are looking to hire a new Planner*
- Montachusett Joint Transportation Committee  
*Had a meeting but it was not attended*
- **MINUTES APPROVAL**
  - **8/20/25, 6/23/25, 11/10/25, 12/15/25, 1/12/26, & 2/9/26**  
*L Bain commented that these bring the minutes current, nothing more outstanding.*  
*A Burney Motioned to approve all as written. A Reid, Second*  
*Verbal Vote: AYE (4/0)*
- **MEETING SCHEDULE**
  - **(6:00 P.M. at Town Hall or stated otherwise)**  
*3/23/26, 4/13/26, & 4/27/26*
- **BOARD COMMENT**
- **ADJOURNMENT**  
*Motion by A. Burney to Adjourn, A. Reid Second*  
*Verbal Vote: AYE (4/0)*  
*Adjourned @ 8:51pm*