

TOWN OF LUNENBURG

Office of the Planning Board

Matthew Brenner *Chair*

Timothy Willsmer *Vice*
Chair

Amanda Reid *Clerk*

Adam Burney *Member*

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Vacant Member



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

03/23/26 Minutes

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

1. **CALL TO ORDER**

- *M. Brenner @ 6:02pm*

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

S. Wallace stated he is gathering by-law examples to show and discuss with the board at one of the April meetings. He has a revised fee schedule to present at the 1st meeting in April.

3. **APPROVAL NOT REQUIRED (ANR) PLANS**

- **Continued from 3/16/26: 10 Parmenter Rd. (ANR-26-3)**

*M. Brenner opened by explaining what an ANR is and what criteria the Board is and is not allowed to base their decisions on and that it is not a public hearing. Greg Roy and Ryan Proctor (Dillis & Roy) on behalf of the applicant. There have been changes to the plan. Lot 1 was changed to Parcel A and a note stating to be conveyed to abutting property. They also added a clarifying note to the plan. G. Roy addressed the letter from a concerned abutter, stating they did complete all required surveys, spoke with the clerk's office and the assessors going back through the title history back to 1800's, and all indications are; the road is a public way. Board recommends the applicant file for the stormwater permits in phases, so many lots per phase, so the project can continue moving forward without posting bonds for the projected uncompleted work. G. Roy believes they can comply with the request. **A. Burney moved to Endorse. T. Willsmer, Second.***

Verbal Vote: AYE (4/0)

M. Brenner did allow concerned abutters to state their concerns. Joel Swenson, 17 Ruth St., is concerned that Fire Rd 15 is not entirely a public way. Gail Wallace, 21 Parmenter Rd, is concerned with storm drainage.

4. **PUBLIC HEARINGS**

- **39 Intervale Rd., Site Plan Approval, (PBSA 26-2)**

Danielle Danzing (Kimley-Horn) on behalf of the applicant. This property is on the town lines of Lunenburg and Fitchburg. The town line goes down the middle of the 5000 sq ft, 3-bay maintenance/fleet servicing building they intend to construct. It will be constructed on the impervious ground where 12 parking spaces are located. Still having adequate parking even with removing the 12 spaces. A. Burney confirmed it is the Amazon Center and that it is not within the 200ft repaving zone for the work. A. Burney asked what/if anything will be stored at the site. Bethany Latham (project engineer) stated there will be bulk storage of supplies to complete oil changes, wiper replacement, and basic equipment. This building will not be staffed full-time; staff and vehicles will be present when work/maintenance is required. M. Brenner asked if there would be any changes to the outside lighting. D. Danzing indicated there will not be any lighting changes. A. Burney moved to close the Hearing. A. Reid, Second.

Verbal Vote: AYE (4/0)

S. Wallace recommends approving standard conditions and adding construction hours.

A. Burney moved to approve Standard Conditions with construction hours 7am –5pm Monday – Friday, 9am – 2pm Saturdays. NO Sundays or Holidays. A Reid, Second.

Verbal Vote: AYE (4/0)

5. DECISIONS and BUSINESS

- **494 Electric Ave, Site Plan Approval, (PBSA-24-4), Request for extension**

Bill Hannigan (Hannigan Engineering, LLC) on behalf of the applicant, requests a 12-month extension to complete the work on previously approved site plan. The original permit was only for 12months. With the rising costs for labor and materials, and securing financing, it could not be completed. He wants to start this summer and be done by next summer. A. Burney made motion to extend the permit expiration to 4/15/2027. A. Reid, Second.

Verbal Vote: AYE (4/0)

6. BOARD DISCUSSIONS

- Proposed Stormwater Permit conditions changes

S. Wallace stated he and the building commissioner would like to reorganize the Stormwater Permit Conditions so that they flow in sequence of work. Also, would like to add/change some of the verbiage. A. Burney stated he would like to have added a list of anticipated inspections, installation of BMP's, and recorded easements.

7. COMMITTEE REPORTS

- Master Plan Steering Committee

Nothing new since last meeting

- Open Space Committee

Nothing new since last meeting

- Municipal Bldg. Design Committee

Nothing new since last meeting

- Capital Planning Committee

Nothing new since last meeting

- Economic Development Committee

Meets tomorrow 3/17/26

- Storm Water Task Force

Meeting via Zoom only on 3/25/26

- Montachusett Regional Planning Commission

Nothing new since last meeting

- Montachusett Joint Transportation Committee

Nothing new since last meeting

8. **MINUTES APPROVAL**

- **3/16/2026**

A Burney moved to approve minutes as written. T. Willsmer, Second. M. Brenner abstained as he did not read the minutes.

Verbal Vote: AYE (3/0/1)

9. **MEETING SCHEDULE**

- (6:00 P.M. at Town Hall or stated otherwise)

4/13/26, 4/27/26, 5/11/26, & 6/8/26

M. Brenner commented on only one meeting in May due to the Holiday falling on the 4th Monday. A. Burney mentioned he may not be able to attend the 5/11/26 meeting due to work.

10. **ADJOURNMENT**

- *Motion by A. Burney to adjourn. T. Willsmer, Second*

Verbal Vote: AYE (4/0)

Adjourned @ 7:14pm