

TOWN OF LUNENBURG

Office of the Planning Board

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Timothy Willsmer, *Vice Chair*

Amanda Reid, *Clerk*

Adam Burney, *Member*

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Stephen Wallace – *Director of
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Leigh Bain – *Administrative
Assistant*

04/13/26 Minutes

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

1. CALL TO ORDER

- *M. Brenner @ 6:01pm*

2. CHAIR / DIRECTOR'S REPORT

- *S. Wallace reported he is still gathering examples of by-laws from other communities that are like Lunenburg. He hopes to have a written draft by mid-May out to the board for review. He will be requiring feedback and wants to get a draft out to the other boards and committees in town, by mid-summer. The goal is to have it ready to be presented at next year's annual town meeting.*

3. APPROVAL NOT REQUIRED (ANR) PLANS

- **Continued from 2/23/26 (Applicant Request): 0 Reservoir Rd. ([ANR-26-2](#))**
J. Leclair (McCarty Engineering) requested a continuance to the next meeting. He will submit in writing

4. PUBLIC HEARINGS

- **222 West Townsend Rd. Stormwater Permits ([PBSW-26-2](#), [PBSW-26-3](#), [PBSW-26-4](#), & [PBSW-26-5](#))**

Chris Stoddard (Stoddard Engineering) on behalf of the client Kenneth Chaplin, stated projects are 4-bedroom, single family homes. Each property has its own septic, which has already been approved. He received Graves results and submitted a written response on 4/12/26. A. Burney asked about the plant gardens as they seem sparse, and stated details need to list all plants and species. Also asked if all lots are going to be opened at one time. C. Stoddard said they will not open all four at once. They will open lots 1 and 2, then once complete, will open lots 3 and 4. L. Winchester and K. Roberts of 172 West Townsend Rd stated their well is on the property line, south of the rain gardens and wants to know where the extra water is going to go? A. Burney asked if they had any specific concerns, and they stated they didn't really know. C. Stoddard explained how wells work, pulling from below bedrock vs. rainwater/stormwater that does not absorb into or go below the bedrock. M. Brenner explained the purpose of the stormwater

conditions is to ensure the water is stopped and abutting properties are protected. S. Wallace stated Lunenburg does more in stormwater protection than any other town he has seen.

A. Burney moved to continue until 4/27/26 @ 6:35pm. A. Reid, Second
Verbal Vote: AYE (4/0)

- **Continued from 12/15/25: 0 Reservoir Rd. Storm Water Permit, (PBSW-25-5(Peer Review))**

J. Leclair and Wes Flis (McCarty Engineering) on behalf of applicant, stated the plan has changed by eliminating the common driveway and adding an individual driveway per lot. Graves Engineering did review new plans, and the only comments were regarding the stone depressions. S. Wallace confirmed that a new drainage report has been submitted. Graves recommends pushing the depressions back onto the properties. M. Brenner mentioned concerns with the maintenance of the depressions, would like to see some type of maintenance association. J. Leclair stated they plan to put an easement in each deed. A. Burney mentioned concerns with future maintenance and future purchasers may not be aware of the easement. W. Flis asked if they could tie each depression to a specific lot. S. Wallace stated to give clear guidance. M. Brenner asked S. Wallace to summarize the boards' concerns, so all on the same page. S. Wallace summarized, depressions are on each property and can back-up in a large storm because they are interconnecting. A. Burney stated he is not ready to move forward until he sees the language for the easements. M. Brenner agreed. S. Wallace asked if he should have town council review; A. Burney said yes.

A. Burney moved to continue to 4/27/26 @ 6:35pm. T. Willsmer, Second
Verbal Vote: AYE (4/0)

- **Continued from 2/9/26: 0 Reservoir Rd., Special Permit, (PBSP-25-10)**

Discussed and voted on in conjunction with Stormwater Permit. J. Leclair (McCarty Engineering) intent is to withdraw application if Stormwater is approved.

- **Continued from 3/16/26: 860 New West Townsend Rd., Site Plan Review, (PBSA-26-1); Stormwater Permit, (PBSW-26-1); Special Permit, (PBSP-26-1)**

Prior to the meeting R. Proctor (Dillis and Roy) submitted email request to continue until the next meeting 4/27/26

5. **DECISIONS and BUSINESS**

- **181 Electric Ave., (PBSW-24-9) Bond for Stormwater work extension**

S. Wallace stated there is still stormwater work to be done. The immediate work is complete. The engineer from Graves has been out twice. The Building Commissioner was out today. The belief is \$21,260 (including the 30% escalator) should be enough to cover costs of remaining work. A. Burney said there should be no release of the bond before the end of the year. **A. Burney moved to accept bond \$21,260 via cashier's check. A. Reid, Second**
Verbal Vote: AYE (4/0)

6. **BOARD DISCUSSIONS**

- **Fee Schedule**

A. Burney asked if it was compared to other towns. S. Wallace stated he did compare to other communities. He also stated he wants to change the Stormwater by-law by removing the fee and adding it to the fee schedule which will allow the board to review and adjust appropriately. **A. Burney moved to accept and adopt the new fee schedule as presented. A. Reid, Second**
Verbal Vote: AYE (4/0)

- **35 Leominster Rd – ROFR**

T. Willsmer stated the Open Space committee discussed it but did not come to a decision and will rediscuss at next meeting. M. Brenner mentioned receiving an email stating that the decision needs to be made before their next meeting. A. Burney mentioned it would be a good location for the town; however, it is not the correct time. M. Brenner agreed. A. Burney made a motion to inform the Select Board that we do not feel it is appropriate to pursue in the current financial environment regardless of the potential planning purposes. A. Reid, Second.

Verbal Vote: AYE (4/0)

- **Revised Stormwater Permit Standard Conditions**

A. Burney stated he thinks language should be run by town council just to confirm there are no issues; he doesn't think there will be. But it's better to be sure. S. Wallace stated he is meeting with the town council tomorrow and will ask him to review. A. Burney made a motion to accept the new Stormwater Permit Standard Conditions as presented. A. Reid, Second

Verbal Vote: AYE (4/0)

7. COMMITTEE REPORTS

- **Master Plan Steering Committee**

M. Brenner has received the "final" copy from Over and Under and will forward it to S. Wallace to send it out to the Board. Will put on the agenda for our next meeting to discuss and hopefully approve

- **Open Space Committee**

Moving along with becoming an independent committee

- **Municipal Bldg. Design Committee**

Has not met since our last meeting

- **Capital Planning Committee**

Has not met since our last meeting

- **Economic Development Committee**

Next meeting is tomorrow 4/14/26

- **Storm Water Task Force**

Possibly meeting Thursday 4/16/26

- **Montachusett Regional Planning Commission**

Meeting was held, but not attended

- **Montachusett Joint Transportation Committee**

Meeting was held, but not attended

8. MINUTES APPROVAL

3/23/26

T. Willsmer moved to approve as written. A. Reid, Second

Verbal Vote: AYE (4/0)

9. MEETING SCHEDULE

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

4/27/26, 5/11/26, 6/8/26, & 6/22/26

- *M. Brenner asks, with summer coming, that if any board members know ahead of time, that they cannot be at a meeting to let everyone know as soon as possible, so we know if we will have quorum or not and can plan accordingly. A. Burney stated he is looking positive for May 11 but ultimately will not know until closer to the day.*

10. BOARD COMMENT

- *A. Reid stated she has come across Nashoba Health Equity Partnership, and they are meeting and will plan to attend but does not want to interfere if someone from another board is already attending. S. Wallace stated he would speak with the health agent.*

11. ADJOURNMENT

- *A. Burney moved to Adjourn. A. Reid, Second Verbal Vote: AYE (4/0)*
Adjourned @ 7:45pm