

TOWN OF LUNENBURG

Office of the Planning Board

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06/22/26 Minutes

Roll Call: M. Brenner, T. Willsmer (via Zoom), A. Reid, A. Burney, A. Nicastro

1. **CALL TO ORDER**

- *M. Brenner @ 6:00pm*

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

- *M. Brenner announced voting will be Roll Call as T. Willsmer is attending via Zoom.*
- *S. Wallace stated the four major bylaws; Senior Housing, Inclusionary, Cluster Housing, and Site Plan Review drafts have been sent and now is time to schedule a public working session. The working session should not be more than an hour and a half. He confirmed that 5pm was acceptable for everyone. He gave a list of dates to choose from, 7/20, 7/21, and 7/22. After discussion, the public Bylaw Working Session will be on 7/20/26 at 5pm in the Bilotta meeting room.*

3. **PUBLIC HEARINGS**

- **Continued from 11/24/25: 30 Summer St., Stormwater Permit (PBSW-25-6); Site Plan Review (PBSA-25-8); Special Permit (PBSP 25-9)**

M. Brenner explained that each permit type has a required majority of board members. Can be a simple majority or a major majority. A Special Permit requires a major majority which is 4 out of 5 members; when this Hearing was opened Mr. Nicastro was not on the board and is not eligible to vote, so a 4 out of 4 will be required from the rest of the board.

Ryan Proctor (Dillis and Roy) represented the applicant. He reminded the Board that the project is a 26,000 square foot, 4 floors, 820-unit, storage facility. He addressed questions that were asked by the board previously. Regarding the TSS and phosphorus removal; they are adding multiple stormwater storage areas around the perimeter of the site. He stated that the bylaw requires roughly 2,400 square feet, and they are exceeding by being at 10,000 square feet. As for erosion controls at the rear of the site, the topography of the site is at a slant. They do have erosion controls on all other

parameters. In response to access ramp and trash truck turn around; updated stand-alone plans were uploaded to the portal. Clarified that there is no intention of any living spaces/ apartments, vehicle rentals, or ability to drive vehicles into the building. There will be a loading bay that a vehicle can backup to for unloading. There will be one employee on the premises at a time, office hours 9am to 6pm and keypad access from 6am to 10pm. They are happy to work with the Police Dept setting up and the security system and to have that as an order of conditions. M. Brenner confirmed that the Special Permit is because the property is located on the flood plain. R. Proctor stated that Conservation and DEP have approved the project. Conservation issues an Order of Conditions about a month ago. There were no public comments.

A. Burney moved to close all three hearings. A. Reid, Second.

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

A. Burney moved to approve Stormwater Permit PBSW-25-6 with standard conditions. A. Reid, Second.

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

A. Burney moved to approve Site Plan PBSA-25-8 with standard and the additional conditions, no truck rentals are allowed on the property, if the applicant wants to have truck rentals in the future, a Modification will be required, will work with the Police Department on the installation of a security system, operating hours are to be 6am to 10pm Monday through Sunday, and construction hours are 7am to 5pm Monday through Friday and 8am to 2pm on Saturday. A. Reid, Second.

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

A. Burney moved to approve Special Permit for Flood Plain PBSP-25-9 with standard conditions. A. Reid, Second.

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

- **Continued from 5/11/26: 10 Parmenter Rd., Stormwater Permits, (PBSW-26-12 & PBSW-26-13); and Special Permits (PBSP-26-3 & PBSP-26-4)**

Ryan Proctor (Dillis and Roy) represented the applicant. He started with stating that they have responded to Graves Engineering's concerns and have sent them and uploaded to the portal the response letter and updated plans. The Owner and Maintenance Manuel has been updated to include an owner signature page, statement that logs will be provided to the Planning Board Yearly, and they have defined a major storm event (2yr storm). They have completed soil testing at all sites, and the tested data is either on the detail sheet or on the updated plan itself. They reviewed the option of a grassed turn around area and have decided paving the entire area is more appropriate for maintenance and longevity and have added a turning diagram. Stated that the applicant does not want to phase the construction; they are not proposing clearing the entire hill at once but also do not want to keep bringing the trucks in and out. A. Burney stated they will want to see the Homeowner Association language prior for approval as it will be part of the decision. R. Proctor said he is not sure if it will be a HOA or a Maintenance Agreement. S. Wallace stated that if there are 5 lots on one stormwater system, it is an HOA, and we want to present it to town counsel for review. A. Burney stated we need a detailed phasing plan and if the applicant does not want to comply then there will be no

Occupancy Permits issued until all lots are built and all greenery has been established. S. Wallace stated that tree removal is construction and cannot begin until after the pre-construction meeting is held with Applicant, S. Wallace, the Perr Review Engineer, and the Building Commissioner. Ali Dougan, Benjamin Builders via Zoom stated they typically clear the lots at once and pour first foundation and when the framing starts, they start laying the foundation at the next lot and so on, so wants to clear the whole phase at once. M. Brenner confirmed A. Burney was stating, we don't want to burden the applicant with bringing the trucks in multiple times however the phasing is important for the amount of soil being disturbed and to ensure each lot can make it to market in a timely manner. A. Burney told the applicant to work with their engineer to create a phasing plan for the board to review. Judy Viviano, 13 Ruth St., thanked the board for the concerns around clear cutting. She stated she lives downward from the site, the last house before the lake, and clear cutting the entire hill would create a lot of water for her and thinks the phases will help. S. Wallace explained that concern is why there is a pre-construction meeting with the engineer, to make sure proper erosion controls are in place. A. Burney asked if there are temporary stormwater controls proposed or confident the basins will work? R. Proctor stated that the basins will be more than efficient. M. Brenner confirmed that we are waiting for Graves Engineering to review the response and updated plans. S. Wallace confirmed that is correct. **A. Burney moved to continue all permits to July 13, 2026, at 6:05pm. A. Reid, Second.**

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

- **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)**

Ryan Proctor (Dillis and Roy) represented the applicant, reminded the board this project consists of 4 lots each containing townhomes with 5 units each, using a common driveway. He said ZBA approved the duplex and Conservation has continued. S. Wallace stated that Graves Engineering has submitted their response with concerns. R. Proctor said they have addressed the concerns from Graves and resubmitted the plans. He also stated they looked into a looped turnaround, but it will not work with the slope of the driveway. A. Burney asked what method of fire prevention is planned. R. Proctor stated there will be wells on each lot. Is there a provision for cisterns or something. He said yes, 30,000-gallon cistern. A. Nicastro asked how many wells. R. Proctor stated 4, one on each lot. A. Nicastro mentioned fire prevention was a ZBA concern too. M. Brenner stated that the common driveway was never conceived to service twenty units. He asked what is being done other than bare minimum requirements to make this driveway appropriate for 20 units? R. Proctor stated this came up at ZBA also. ZBA requested that the width be increased to 20feet. S. Wallace asked if there were shoulders and if 2 cars could pass each other? R. Proctor replied, yes, there are 2feet grass shoulders on each side. M. Brenner stated seems a lot of people would be driving on it, is it being built differently. R. Proctor stated they are meeting the bylaw requirements. A. Burney said the 3" is an older road spec. and most towns are 2 ½ - 1 ½". But it is a special permit so we can add conditions. We can also have Graves Engineering review. M. Brenner thinks an engineer's perspective is a good idea. He doesn't want future homeowners to be unaware. A. Reid asked if maintenance and care can be added to their HOA? A. Burney commented it will wear out sooner than anyone thinks it should and will need some type of HOA, and the documents will have to be provided to the board.

M. Brenner confirmed that we are waiting for Graves' second review. A. Burney stated with the length of the driveway; he would like a fire prevention review. A. Nicastro asked how many fire hydrants there would be. R. Proctor stated none. A. Nicastro asked what the length was from the cistern to the farthest lot. R. Proctor replied, 400 feet. There were no public comments. A. Burney moved to continue all permits to 7/13/26 at 6:05pm. A. Reid, Second.

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

- **Continued from 6/8/26: 934 Mass Ave., Stormwater Permit (PBSW-26-14)**

Prior to the meeting, the applicant requested a continuance to 7/13/26 via email. A.

Burney moved to continue to 7/13/26, at 6:05pm. A. Reid, Second.

Roll Call Vote: A. Reid, AYE; A. Burney, AYE; A. Nicastro, AYE; T. Willsmer, AYE; M. Brenner, AYE (5/0)

- **1325 Massachusetts Ave., Site Plan Review (PBSA-26-5)**

Ryan Proctor (Dillis and Roy) represented the applicant GCLT Realty Trust. R. Proctor stated the site had been before the board before and was previously permitted, so not a new project. In the previous permits, a portion was sectioned off as a standalone commercial building, and that is the project tonight. There are three minor amendments to the previous permitted plan. The original permit had the building at 5400 Square Feet, now it is 6000 square feet. Previous Parking spaces were required 20, increase to 24 which also includes 2 handicap spaces at the front of the building. Last they required 24 feet pavement width between spaces, adding 26 feet. They are also adding access to the westerly side of the site and a patio behind. To address Graves' concerns about lighting, he stated they are non-longer proposing light poles in the parking lot. Instead, they are going with security lighting. A. Burney asked S. Wallace why there is no modification for the stormwater permit. S. Wallace stated they will pitch that as a de minimis change. A. Burney commented that they are changing the size of the impervious ground. Asked what the entire increase in square footage. R. Proctor stated roughly 2000 square feet and that Graves did not have any concerns. Dan Proctor 1525 Mass Ave. stated that he is a neighbor and is in favor of the project and is happy to have Dillis and Roy there. A. Burney moved to close the hearing. A. Reid, Second.

Roll Call Vote: A. Reid, AYE; T. Willsmer, AYE; A. Burney, AYE; A. Nicastro, AYE; M. Brenner, AYE (5/0)

A. Burney moved to find the 1800 square foot changes to Stormwater 1294 approved 2/27/2023 to be De Minimis based on the nature of the impervious and confirmation from Graves that the proposed will handle the additional runoff. A. Reid, Second.

Roll Call Vote: A. Reid, AYE; T. Willsmer, AYE; A. Burney, AYE; A. Nicastro, AYE; M. Brenner, AYE (5/0)

A. Burney moved to approve the De minimis changes to stormwater permit 1294. A. Reid, Second.

Roll Call Vote: A. Reid, AYE; T. Willsmer, AYE; A. Burney, AYE; A. Nicastro, AYE; M. Brenner, AYE (5/0)

A. Burney moved to approve the Site Plan with standard conditions and construction hours 7am –5pm Monday through Friday, 8am –12pm Saturdays. No work to be done on Sundays and Holidays. A. Reid, Second

Roll Call Vote: A. Reid, AYE; T. Willsmer, AYE; A. Burney, AYE; A. Nicastro, AYE; M. Brenner, AYE (5/0)

4. **DECISIONS and BUSINESS**

- **189 Electric Ave – Performance Guarantee Bond**

*S. Wallace read the email from Graves Engineering that stated the bond estimate prepared by Haley-Ward. The estimate of \$3500 with a 30% contingency totaling \$4550.00 will be sufficient to complete the work to the rain gardens. A. Burney stated there is an old access driveway on the property that either needs to be removed, or a permit obtained, or enforcement needs to happen. The driveway was never permitted and created a lot of stormwater runoff and erosion. Masoud Razin, applicant stated the driveway is not on his property, it is on 213 & 195 which are still owned by the previous owner Red Bird Construction and those lots are under litigation by original owners. Former owner had permission to use the access driveway; it was put in to be able to get to 181 & 189. Dan Sheehan (Haley-Ward) was unaware of any unpermitted work prior to his involvement. Confirmed this is a runoff issue and a potential conveyance. After discussions of what recourses, the board has, it was decided that a **request for a “Stop Work Order” is to be placed with the building commissioner for the remaining 3 lots listed on the original Stormwater permit PBSW-24-9 issued 12-9-2024 for 181, 189, 195, 213, & 221 Electric Ave.** The remaining lots are 195, 213, & 221. The request does not bring monetary recourse but ensures the problem will be resolved prior to any further work being done. **A. Burney moved to accept the \$4550.00 Bond for 189 Electric Ave. A. Reid, Second.***

Roll Call Vote: A. Reid, AYE, A. Burney, AYE, A. Nicastro, AYE, T. Willsmer, AYE, M. Brenner, AYE (5/0)

- **485 Leominster Shirley Rd – Decommission Bond**

*Ryan McGlothlin (Silo Electric) was present via zoom. S. Wallace explained that this is a \$250,000 decommissioning bond for a solar battery energy project approved by the board last year (PBSA-25-1). The applicant and Town Counsel have worked together on acceptable bond language. A. Burney asked if they are providing the bond or using a Bonding Company. S. Wallace stated they are using an insurance company. He also asked if approving language for the bond. S. Wallace stated that we are approving the language. A. Burney confirmed that the town council was working with the bonding company. **A. Burney moved to accept the bond language and bond of \$250,000. A. Reid, Second.***

Roll Call Vote: A. Reid, AYE; A. Burney, AYE, T. Willsmer, AYE; A. Nicastro, AYE; M. Brenner, AYE (5/0)

- **Master Plan – Discuss/Approve**

M. Brenner stated has not sent it out yet

5. **COMMITTEE REPORTS**

- **Master Plan Steering Committee**

Not meeting currently

- **Open Space Committee**

Missed last meeting

- **Municipal Bldg. Design Committee**

Received most of the feedback from town departments regarding their needs. Still waiting for some departments to respond. S. Wallace stated that if we have an approved ADA plan, there is money to be obtained from the state for ADA upgrades on municipal buildings.

- **Capital Planning Committee**

Has not met

- **Economic Development Committee**

Has not met

- **Storm Water Task Force**

Will be meeting Wednesday 6/24/26

- **Montachusett Regional Planning Commission**

Meet a few weeks ago, couldn't attend, no meetings in July

- **Montachusett Joint Transportation Committee**

Unable to attend

6. **MINUTES APPROVAL**

- **6/8/26**

Minutes were not available

7. **MEETING SCHEDULE**

- **7/13, 7/27, 8/10, and 8/24/26**

8. **BOARD COMMENT**

9. **ADJOURNMENT**

- *A. Burney moved to Adjourn. A. Reid, Second.*

*Roll Call Vote: A. Reid, AYE; A. Burney, AYE; T. Willsmer, AYE; A. Nicastro, AYE,
& M. Brenner, AYE (5/0)*

@ 8:10pm