

# 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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Assistant*

### ***07/13/26 Minutes***

**Roll Call:** M. Brenner, T. Willsmer entered late at 6:15 pm, A. Reid, A. Burney, A. Nicastro

**Absent:** None

1. **CALL TO ORDER**

- *M. Brenner at 6:00 pm*

2. **BOARD COMMENT**

- *None*

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

- *S. Wallace stated that drafts of the By-Laws that the board will be working on (Inclusionary By-Law, Senior Housing By-Law, Minor Site Plan Approval and Cluster Zoning By-Law) have been distributed to the members. The first working session to discuss the By-Laws has been scheduled for Monday, July 20<sup>th</sup> at 5pm.*
- **DE MINIMIS CHANGE**

**942-944 Reservoir Road, Request to Modify a Special Permit (PMOD-26-5)**

*Hearing is a de minimis change to a stormwater permit and site plan approval.*

*S. Wallace stated that recently 3 single family homes were approved on Goodrich Street and one single family house lot on Reservoir Road. They would like to change the single family house on Reservoir Road to a duplex.*

*B. Marchetti (McCarty Engineering) was present and stated that a developer has purchased the property. Overall a second driveway was added for the second unit otherwise the project remains the same. A. Burney moved to approve a De Minimis Change. A Reid Second.*

*Roll Call Vote: A. Nicastro – Aye, A. Burney – Aye, A. Reid – Aye, T. Willsmer, Aye, M. Brenner – Aye*

*A Burney moved to accept the DeMinimis Change A. Reid Second*

Roll Call Vote: A. Nicaastro – Aye, A. Burney – Aye A. Reid Aye, T Willsner – Aye, M. Brenner Aye

#### 4. **PUBLIC HEARINGS**

- **171 Arbor Street**, Request for Modification to a Special Permit/Stormwater (1412)  
*B. Marchetti (McCarty Engineering) stated the lot has been sold. The changes to Special Permit/Stormwater reflect the actual development the purchaser is proposing. A. Burney moved to close the public hearing. A. Reid Second*  
*Roll Call Vote: A. Nicaastro – Aye, A. Burney – Aye, A. Reid – Aye, T. Willsner – Aye, M. Brenner – Aye*  
*A Burney moved to approve record 1412 for 171 Arbor Street modification to Common Driveway and Special Permit/Stormwater Plan. A. Reid Second*  
*Roll Call Vote: A. Nicaastro – Aye, A. Burney – Aye, A. Reid – Aye, T. Willsner – Aye, M. Brenner – Aye*  
*A Burney moved to include hours of construction hours in the decision, 7-4 Friday, 8-1 Saturday and no Sunday. A. Reid Second*  
*Roll Call Vote: A. Nicaastro – Aye, A. Burney – Aye, A. Reid – Aye, T. Willsner – Aye, M. Brenner – Aye*
- **10 Parmenter Road Continued from 5/11/26; Stormwater Permits, (PBSW-16-12 & PBSW-26-13, and Special Permits (PBSP-26-3 & PBSP-26-4**  
*Ryan Proctor (Dill & Roy) stated that these lots are Lots 2 through 4 and 5 through 13 Parmenter Road. Graves Engineering provided their review. They have indicated that they are satisfied with the layout and stormwater design that were presented. There were no condition related to or additional items. A sequencing plan and draft HOA document were requested. HOA document is in process or will be with a deed or common driveway agreement. The Phasing Plan has been prepared and will be uploaded to the portal. A limit of tree clearing is shown on all site plans for the entire lot. The Board discussed the project's phasing and land clearing with the Applicant's engineer. Applicant's Engineer stated that not more than 6 dwelling would be in process at one time. The owner would seek a Certificate of Occupancy or a Temporary CO for the first lot before moving on the 7<sup>th</sup> lot. Gail and Bart Lawless of 21 Parmenter Road were present for the public hearing and have questions with regard to the Phasing of the project. Ms. Lawless stated that there are existing houses and there is a steep incline. Clearing trees and the existing houses being lower, creates concerns about rainwater and runoff. Questioning in Phasing whether it would be all the lots on Parmenter at one time? M. Brenner explained the process as he understand it. Ms. Lawless also questioned the location of driveways directly across from the existing driveway. R. Proctor stated that driveway locations are topography driven so that the proper slope can be obtained and that is why they are where they are. Kim Duffy of 1479 Mass Ave was present on zoom for the hearing. Ms. Duffy stated that in looking at the map it appears that the proposed development really blocks off what looks like a major wild life corridor and asked if this was considered in this site plan. If not, could it be? R. Proctor stated that no not specifically that he is aware of but the developer has tried be intentional with the limit of clearing to what is needed for the house, septic and driveway. Bart Lawless of 21 Parmenter Road expressed concerns about drainage and about the volume of trees being cut. Ali of Benjamin Builders was at the Public Hearing on Zoom and stated that they will not be clear cutting the lot. They will only be cutting enough trees to site the house, septic system and a small yard. They are planning to cut*

*all the trees that the will be cut for the entire development at the same time, but that is not to say they are clear cutting the lot.*

*A Burney stated that he would like to consider a predetermined schedule by Graves as opposed to a reactionary schedule of inspections based on the size of the open area and the potential impacts of failed silt fence or otherwise. S. Wallace stated that a fairly detailed sequence of construction would be prepared before the next meeting. The board and the applicant discussed methods for securing the long-term maintenance of the drainage facilities for the shared driveways, whether that be through the traditional method of a homeowner associated or by some other means. S. Wallace stated that what is required for the next meeting is a Phasing Schedule, an inspection schedule for Graves Engineering with a cost estimate and a time frame for when the project will begin.*

*A Burney moved to continue to 7/27/26 at 6:00 pm. A. Reid Seconded.*

*Roll Call Vote: A. Nicastro – Aye, A. Burney – Aye, A. Reid – Aye, T. Willsner – Aye, M. Brenner – Aye*

- **10 Parmenter Road, Special Permit, (PBSP-26-5 & PSSP – 26-7, and Stormwater Permit (PBSP-26-16)**

*Ryan Proctor (Dillis & Roy) stated that this is the last portion of this project, Lots 14 through 24. There have been property address given to these lots. This is a very similar design practice as the previous hearing with a combination of common driveways and private lots. Common Driveway on lots 14 and lot 15 and a common driveway serving 4 lots, lots 20, 21, 23 and 24. The rest will have private driveways. The stormwater approach in nearly identical to the lots previously discussed. Since there were discussions with the previous lots, comments from Graves Engineering were incorporated into these lots. There were only 4 action items. 1) A discrepancy in the hydrological calculations which resulted in a roof infiltration trench on Lot 18 that was not shown on the site plan; 2) Lot 18 – soil testing was performed. There is a rain garden along the frontage and given the elevation of the wetland, Graves asked for deeper testing. 3) A question about the cross slope on the driveways, in certain portions there wasn't a 2% cross slope getting water into the stone diaphragm that runs to the rain gardens and that will be adjusted; 4) A typographical error that will be corrected. In addition, all of the conversation from the hearing for the previous lots will be incorporated into these lots as well. S. Wallace stated that the Fire Department wants a couple of turn-arounds. A. Burney stated that he would like the full turning movement for each of the turnarounds not just the end turn around. The Board and the applicant's engineer discussed the project's inspection schedule. A Burney moved to continue to 7/27/26 at 6:00 pm. A. Reid Seconded.*

*Roll Call Vote: A. Nicastro – Aye, A. Burney – Aye, A. Reid – Aye, T. Willsner – Aye, M. Brenner – Aye*

- **860 New West Townsend Road, Continued from 3/16/26, Site Plan Review, (PBSA-26-1) Stormwater Permit (PBSP-26-1) Special Permit (pbsp-26-1)**

*Ryan Proctor (Dillis & Roy) gave a brief update and stated that they were waiting for a review from Graves Engineering, which was received. There were no follow up action items from that review. There were two conditions and they are proposing to lower the grade on the frontage to provide access for the common driveway and better site distance. Graves would like an additional analysis after the grade is removed. R. Procter stated that he did meet with the fire dept to discuss the common driveway with*

regard to firefighting. The Board and the applicant's engineer discussed the cistern, going over the details and the need to work with the Fire Department. They are proposing a fire cistern at the turnaround, coordinated with the fire department by a fire protection engineer. There were no additional concerns. We were asked to create turnarounds at the longer of the 3 driveways. On lots 1, 2 and 3 turnarounds were graded in and Lt Lekaditis stated that he was satisfied with the design. A draft HOA Agreement was upload to the portal which was also sent to town counsel for review last week. Graves reviewed the turnarounds. M. Brenner stated that he would like to hear Town Counsel's review. S. Wallace asked Graves for an opinion on the sub-base of the road which was shared. S. Wallace will provide R. Proctor with that opinion.

Burney moved to continue to 7/27/26 at 6:00 pm. A. Reid Seconded.

Roll Call Vote: A. Nicaastro – Aye, A. Burney – Aye, A. Reid – Aye, T. Willsner – Aye, M. Brenner – Aye

- **934 Mass Avenue** Continued from 6/8/26 Stormwater Permit ([PBSW-26-14](#))

Tang Chen (TF Morant) stated that since being before the Board a month ago the plans have been revised to address minor comments from Graves Engineering and subsequently received a letter from Graves Engineering with no issues.

A. Burney moved to close the public hearing. A. Nicaastro Seconded

Roll Call Vote: A. Nicaastro – Aye, A. Burney – Aye, T. Willsner – Aye, M. Brenner – Aye

A Burney moved to approve PBSW-26-14 for 934 Mass Avenue for Stormwater Permit with construction hours of 7 am to 4 pm Monday through Friday and 8 am to 1 pm on Saturday. A. Nicaastro Second

Roll Call Vote: A. Nicaastro – Aye, A. Burney – Aye, T. Willsner – Aye, M. Brenner – Aye

## 5. **DECISIONS and BUSINESS**

- **Master Plan – Discuss/Approve**

M. Brenner stated that he sent out a final draft of the Master Plan and its several component with a chance to discuss possibly a vote. A Burney stated that he has not had a chance to read it. A. Burney stated that he would like a chance to review it. M. Brenner stated that he would like the Master Plan to be finalized at the next meeting. Moved to July 27<sup>th</sup> meeting to allow all member to review

## 6. **BOARD DISCUSSIONS**

- A. Burney stated although there were no board discussions, he asked whether the Common Driveway Permit could be included with the other 4 Bylaws the board would be reviewing. S. Wallace responded yes. We are going to the November Town Meeting with a series of editorial corrections

## 7. **COMMITTEE REPORTS**

- **Master Plan Steering Committee**

No Update

- **Open Space Committee**

Meeting Wed. July 15h

- **Municipal Bldg. Design Committee**

No Update

- **Capital Planning Committee**

No Update

- **Economic Development Committee**

*Meeting Tues. July 14th*

- **Storm Water Task Force**

*T. Willsner stated that they are working on a date for the next meeting*

- **Montachusett Regional Planning Commission**

*No Update*

- **Montachusett Joint Transportation Committee**

*No Update*

8. **MINUTES APPROVAL**

- 6/8/26 & 6/22/26

- *A Burney moved Approve. A. Reid Second*

*Roll Call Vote: A. Nicastro – Aye, A. Burney – Aye, A Reid – Aye, T. Willsner – Aye, M. Brenner – Aye*

9. **MEETING SCHEDULE**

- **6:00 pm at town hall or stated otherwise**

**7/27, 8/10, 8/24 & 9/14**

*S. Wallace stated that there will be a work session on 7/20 to discuss the language of the bylaws.*

10. **BOARD COMMENT**

- *S. Wallace stated that the typing of the minutes is being transferred to another staff member. S. Wallace would like the board to direct her to use the existing format for preparing meeting minutes.*

*A Burney so moved. A Reid Second*

*Roll Call Vote: A. Nicastro – Aye, A. Burney – Aye, A Reid – Aye, T. Willsner – Aye, M. Brenner – Aye*

*Roll Call Vote: A. Nicastro – Aye, A. Burney – Aye, A Reid – Aye, T. Willsner – Aye, M. Brenner – Aye*

*A. Burney thanked Leigh Bain for getting Docusign up and running.*

11. **ADJOURNMENT**

- *A. Burney motion to adjourn, A. Nicastro Second*