

TOWN OF LUNENBURG

Office of the Planning Board

Matthew Brenner, *Chair*

Timothy Willsmer, *Vice Chair*

Amanda Reid, *Clerk*

Adam Burney, *Member*

Anthony Nicastro, *Member*



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Stephen Wallace – *Director of
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Development*

Leigh Bain – *Administrative
Assistant*

07/27/26 Minutes

Roll Call: M. Brenner, T. Willsmer,, 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 last Monday's working session was a good one. Based on the feedback received, the updated bylaws were sent out today with the exception of the inclusionary bylaw. The inclusion bylaw will need to be discussed with town counsel and the town manager. The next working session is on August 8th as a part of our next regularly scheduled meeting.. Would like these bylaws available for other boards and committees by the end of the summer.*

4. **PUBLIC HEARINGS**

- **475 Leominster Shirley Road, Request for Modification to Site Plan (PMOD-26-4)**
Chris Harrison (Hanigan Engineering) was present and stated that they are requesting a minor modification to the use of the building to include manufacturing. In the office industrial zoning district, manufacturing is allowed by right, which is a change in use and modification to the site plan. S. Wallace stated that this is a very minor change. The proposed manufacturing will be similar to Ecological Fibers and self contained within the building. Potential noise concerns were addressed. A. Burney moved to close the public hearing. A. Reid Second All In favor.
A Burney moved to approve the Modification to Site plan with the condition that all previous conditions of the original permit and previous modifications covey to this approval. A. Reid Second.
All in favor.

- **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)
Applicant has requested a continuance until 8/24/26
A Burney moved to continue to 8/24/26 at 6:00 pm. A. Reid Seconded.
All in favor
- **10 Parmenter Road,** (Continued from 7/13/26) (Special Permit, (PBSP-26-5 & PSSP – 26-7, and Stormwater Permit (PBSP-26-16)
Applicant has requested a continuance until 8/24/26
A Burney moved to continue to 8/24/26 at 6:00 pm A. Reid Second
All in favor
- **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)
Applicant requested a continuance until 8/24/26
Burney moved to continue to 8/24/26 at 6:00 pm. A. Reid Seconded.
All in favor

5. **DECISIONS and BUSINESS**

- **Master Plan – Discuss/Approve**

The Master Plan was discussed. A Burney stated that overall he believes this is a good plan with the document addressing what the planning board asked for. In addition, the plan has the ability to change as the town changes. M. Brenner agreed.

A Burney moved to accept and approve the Master Plan as presented. A. Reid Second
All in favor.

A Burney asked how the plan was to be implemented. Many options were presented. After discussion, M. Brenner will reach out to K. Duffy asking if she is willing to pull the Steering Committee members over to an Implementation Committee with the required talent bank forms, interviews etc.

M. Brenner thanked everyone involved in the creation of the Master Plan.

6. **BOARD DISCUSSIONS**

None

7. **COMMITTEE REPORTS**

- **Master Plan Steering Committee**

Discussion to disband continued to 8/24/26

- **Open Space Committee**

No Update

- **Municipal Bldg. Design Committee**

Meeting in a joint meeting with the Selectboard on July 28th

- **Capital Planning Committee**

No Update

- **Economic Development Committee**

S. Wallace will be meeting with the Lunenburg Business Association at their next meeting on August 11th In addition the Economic Development Committee is trying to schedule their first ribbon cutting ceremony for a local business on August 6th. This year's meet and greet will be on September 17th at Keating. Between S. Wallace and the Building Inspector there is now an online process for obtaining business certificates.

- **Storm Water Task Force**

T. Willsmer stated that they are near the end of reviewing the data they that they have. They have budget comparisons still to complete and are having discussions about how it will be presented to the town.

- **Montachusett Regional Planning Commission**

No Update

- **Montachusett Joint Transportation Committee**

No Update

8. **MINUTES APPROVAL**

- 7/13/26
- *T. Willsmer moved to Approve. A. Reid Second
All in favor*

9. **MEETING SCHEDULE**

- **6:00 pm at town hall or stated otherwise
8/10, 8/24, 9/14 & 9/28**

S. Wallace stated that 8/10 looks to be strictly a work session on bylaws.

10. **BOARD COMMENT**

None

11. **ADJOURNMENT**

- *A. Burney motion to adjourn at 6:48 pm, T. Willsmer Second
All in favor.*