

TOWN OF LUNENBURG

Office of the Planning Board

Matthew Brenner, *Chair*

Timothy Willsmer, *Vice Chair*

Amanda Reid, *Clerk*

Adam Burney, *Member*

Anthony Nicastro, *Member*



Tel: (978) 582-4146, opt. 5

Fax: (978) 582-4353

960 Massachusetts Ave

Lunenburg, MA 01462

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

9/14/26 Minutes

- **08/24/26 Minutes**

- Roll Call: M. Brenner, A. Reid, A. Burney, A. Nicastro, T. Willsner

The Board noted that Mr. Willsmer was via Zoon and votes taken by roll call **1. CALL TO ORDER**

M. Brenner called the meeting to order at 6:04 pm.

- **2. BOARD COMMENT**

None.

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

S. Wallace reported that proposed zoning amendments for the Spring Town Meeting are posted on the Town website for public review.

S. Wallace is scheduling presentations to other boards, commissions, and committees regarding the proposed amendments. He reported scheduled presentations to the Zoning Board (10/14), Board of Health (11/2), Conservation Commission (10/7), and Finance Committee (10/22). T. Willsmer will present to the Open Space Committee. A presentation to the Select Board remains to be scheduled.

The Board discussed a public forum for late November/early December, revisions during December and January, a required public hearing in March, and subsequent consideration at Town Meeting.

- **4. APPROVAL NOT REQUIRED (ANR) PLANS**

55 Pines Acres Road, ANR-26-7:

George Hudson, 35 Pine Acres Road, presented an ANR plan involving the transfer of back land from Lot 50-25 to three existing house lots. No new building lots are being created.

Motion: A. Burney to endorse ANR-26-7. Second: A. Reid

Roll Call: T. Nicastro – Aye; A. Burney – Aye; A. Reid – Aye; T. Willsmer – Aye; M. Brenner – Aye.

Motion: A. Burney to endorse the A&R for 50 Page Street, ANR-26-6.

Second: A. Reid

Voice Vote: AYE (4/0).

5. PUBLIC HEARINGS

- **149 Summer Street**, Modification of Site Plan Approval (PMOD-26-5)

The applicant requested an increase in the approved number of motor vehicles from 12 to 19. Board concerns included missing dimensions, aisle widths, traffic flow, emergency access, and the location of parking spaces. The Board requested a revised plan showing dimensions and revisions to parking spaces, including relocation of spaces along the eastern property line, with the revised plan to be reviewed with the Fire Department.

Motion: A. Burney to continue PBMOD-26-5 to September 28, 2026 at 6:01 PM.

Second: A. Reid

Roll Call: T. Nicastro – Aye; A. Burney – Aye; A. Reid – Aye; T. Willsmer – Aye; M. Brenner – Aye.

- **10 Parmenter Road** Stormwater Permits (PBSW 26-12 & PBSP 26-13) and Special Permits (PBSW-26-3 & PBSP– 26-4)

The applicant reported that peer review comments had been addressed. The Board discussed the common driveway operation and maintenance agreement, construction inspections, erosion and sedimentation control, and project phasing. The Board requested additional review of the legal agreement and clarification of the phasing plan. S. Wallace will begin drafting a decision for Board and applicant review.

Motion: A. Burney moved to continue Phase 1 applications to September 28, 2026 at 6:02 PM. Second: A. Reid Roll Call: T. Nicastro – Aye; A. Burney – Aye; A. Reid – Aye;

- **10 Parmenter Road** Stormwater Permits (PBSW 26-6 & PBSP 26-7) and Special Permit (PBSW-26-16)

The applicant reported that Graves Engineering had issued a clean peer review letter. The Board discussed the legal agreement framework, construction inspections, phasing, and Fire Department review of the proposed turnaround. No public comment was offered.

Motion: A. Burney moved to continue Phase 2 applications to September 28, 2026 at 6:03 PM.

Second: A. Reid

Roll Call: T. Nicastro – Aye; A. Burney – Aye; A. Reid – Aye; T. Willsmer – Aye; M. Brenner – Aye.

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

The applicant reported that peer review comments had been addressed. The Board discussed site-distance verification after excavation, soil testing for infiltration basin No. 8 after removal of bulk material, driveway pavement thickness, legal documents, and Fire Department review. The Board agreed to three site-specific conditions: post-excavation review of sight lines at the common driveway intersection; soil testing for infiltration basin No. 8 after bulk material removal; and driveway pavement thickness of 1.5 inches top coat and 2.5 inches binder.

Motion: A. Burney to close the public hearings for 860 New West Townsend Road, PBSA-26-1, PBSP-26-1, and PBSW-26-1.

Second: A. Reid

Roll Call: T. Nicastro – Aye; A. Burney – Aye; A. Reid – Aye; T. Willsmer – Aye; M. Brenner – Aye.

Motion: A> Burney to Approve the 860 New West Townsend Road applications with the three discussed site-specific conditions.

Second: A. Reid

Roll Call: T. Nicastro – Aye; A. Burney – Aye; A. Reid – Aye; T. Willsmer – Aye; M. Brenner – Aye.

- **6. DECISIONS and BUSINESS**

Town Meeting Warrant – Zoning Amendments: The Board discussed minor zoning amendments for the November Special Town Meeting, primarily clerical and citation corrections and other housekeeping amendments. The amendments will be forwarded to the Select Board for referral back to the Planning Board for a public hearing.

The Board agreed to plan for a Planning Board meeting on October 19, 2026 rather than October 26, subject to the members' availability.

Motion: A. Burney to move Forward the collective zoning amendments article to the Select Board as Article 1.

Second: A Reid

Roll Call: T. Nicastro – Aye; A. Burney – Aye; A. Reid – Aye; T. Willsmer – Aye; M. Brenner – Aye.

- **7. BOARD DISCUSSIONS**

Policy regarding submission of materials for consideration at public hearings: The Board discussed a policy requiring updated plans, reports, and materials to be uploaded to OpenGov by noon on the Thursday before the next Planning Board meeting. Materials submitted after the deadline may be deferred to a subsequent meeting to allow adequate review. The Board agreed with the policy; no vote was taken.

- **8. COMMITTEE REPORTS**

Open Space Committee – T. Willsmer reported that the committee revised its criteria for evaluation potential open space acquisitions, including consideration of size, location and public benefit.

Municipal Bldg. Design Committee – M. Brenner reported continued progress and discussion regarding a cost effective and prudent approach to municipal building needs.

Capital Planning Committee – The Committee has not met.

Economic Development Committee – The committee reviewed the recent ribbon cutting, reported that it went well and is soliciting candidate for the next ribbon cutting. The committee also worked on finding a new venue for the Town government and local business meet and greet.

Storm Water Task Force – T. Willsmer reported that a warrant article has been submitted concerning whether stormwater should be considered as a utility or remain part of the standard operating budget, with a non-binding Town vote contemplated.

Montachusett Regional Planning Commission – The meeting was canceled and rescheduled for September 17, 2026

Montachusett Joint Transportation Committee – No meeting was held this month, the committee is expected to meet next month..

- **9. MINUTES APPROVAL**

8/24/26

Approval of the minutes was deferred due formatting and would be reviewed and considered for approval at the next meeting.

- **10. MEETING SCHEDULE**

9/28/26

9/28/2026

10/19/26

11/9/2026

11/23/26

The Planning Board meets at 6:00 p.m. on the second and fourth Mondays of the month at Town Hall unless otherwise posted.

- **11. ADJOURNMENT**

Motion: A. Burney motion to adjourn the meeting.

Second: A. Reid

Roll Call: T. Nicastro – Aye; A. Burney – Aye; A. Reid – Aye; T. Willsmer – Aye; M. Brenner – Aye.