

INITIALS \_\_\_\_\_

## **LUNENBURG PLANNING BOARD TOWN OF LUNENBURG**

Joanna L. Bilotta-Simeone, Chair  
Nathan J. Lockwood, Vice-Chair  
Damon McQuaid, Clk.  
Emerick R. Bakaysa, Mbr.  
Matthew Allison, Mbr.  
Marion M. Benson, Planning Director



Tel: (978) 582-4147, ext 5  
Fax: (978) 582-4353  
960 Massachusetts Avenue  
Lunenburg, MA 01462

Minutes  
July 8, 2013

Meeting Posted: Yes  
Place: Town Hall, 17 Main Street, Lunenburg, MA  
Time: 6:30 PM

Present: Joanna L. Bilotta-Simeone, Nathan J. Lockwood, Damon McQuaid, Emerick R. Bakaysa, Matthew Allison, Marion M. Benson

**MINUTES APPROVAL:** 6-24-13, Motion to approve, Mr. Bakaysa, Second, Mr. Allison. Minutes signed.

### **COMMITTEE REPORTS:**

**MJTC, Mr. Allison-** Noted there will be MBTA track closures due to track work. Town only receiving 50% of Ch. 90 funds from State; approximately \$316,000. Committee hoping to finalize trail inventory by fall 2013 in conjunction with regional trail coalition.

**MRPC, Ms. Bilotta-Simeone-** Members voted in. Ms. Bilotta-Simeone voted as Member-at-large. 2013-2014 budget was reviewed.

**School Building Committee, Mr. Lockwood-** Schematic site layout provided by Mr. Lockwood. Office will scan to Board. Mr. Bakaysa questioned why only one gymnasium. Mr. Lockwood noted in order to have a higher quality facility gymnasium will be shared among the 6-12.

**School Reuse Committee, Mr. McQuaid-** Mr. McQuaid will not be available to attend first meeting; Ms. Bilotta-Simeone will attend in his place.

**Capital Planning Committee, Ms. Benson-** Continuing to meet throughout the summer to update forms and procedures. Timeline is for end-August, beginning-September for packets to all department heads.

### **PLANNING DIRECTOR'S REPORTS/NEW BUSINESS/DEVELOPMENT STATUS REPORTS:**

**Highfield Village, Northfield Road-** Applicant requesting Extension to September 30, 2013 due to MEPA review extending. Applicant states they are currently negotiating with Sewer Commission to develop a new agreement as last agreement has expired. Sewer Business Manager noted that the Commission is negotiating with the city of Fitchburg, not with the applicant. Ms. Bilotta-Simeone requested input from Mr. Luck, Sewer Commission Chair. He noted only discussion between Highfield and Commission is securing sewer allocation. Applicant has not submitted new plans to the Commission. Board will approve extension to its July 22<sup>nd</sup> Board meeting at which time they request Mr. Oldfield, Project Engineer, appear before the Board for discussion. Also requesting Applicant provide chronological order of past extensions and anticipated milestones. Mr. Bakaysa gave brief project background to new Board members. Ms. Bilotta-Simeone noted Town Counsel previously recommended Board approve extensions.

**New England Farms, Leominster Shirley Road-** Building Permit issued to Applicant.

**Emerald Place at Lake Whalom, Lakefront-** Two more villas to be completed this week with three to commence building next week. Landscaping ongoing to coincide with each building's completion. Ms. Benson is following up with applicant on condition of interior roads. Board discussion as to development being quite different from what Board had approved, e.g., approved as a For Sale project, but due to market conditions all are lease-to-own. Mr. Bakaysa would like a formal response from the developer as to when the project will eventually meet the standard for which it was approved (owner-occupied development).

**Tri Town Landing, Youngs Road-** Occupancy has been given to Building 3. Office working on applying to State for Density Bonus. Annual Update also being provided to State. Ms. Benson working with State on 40S (school) reimbursement. Continuing to research fence issue brought forth at 6-24-13 Board meeting.

**Asian Imperial-** Gating of the emergency access continues to be an issue. Ms. Benson is scheduling a meeting with the applicant, project engineer, and reviewing engineer.

**651 Chase Road-** Noted news article in which Townsend Town Administrator said the two towns are going to enter into an agreement whereby Lunenburg will sell net metering credits to Townsend.

**Marijuana Clinic-** Noted news article in which Ayer Selectmen sending a letter of support to the state on behalf of businessman wanting to open medical-marijuana dispensary in Ayer. Ms. Benson to start investigating what is/is not allowed if an applicant comes before the Board. Board interested in State law. Mr. Allison inquired as to results of Town vote.

**NOTICES & COMMUNICATIONS:** Noted Conservation Commission agenda.

**SUMMER MEETING SCHEDULE:**

July 22 – 6:30 PM, Town Hall- MRPC and Highfield Village to be scheduled

August 12 – 6:30 PM, Town Hall

August 26 – 6:30 PM, Ritter Memorial Building

**MEMBER ISSUES:**

- Agenda will be revised to include “Action File”.
- Mr. Bakaysa noted news article regarding Mr. Lorden’s request for increase in number of units on his Whalom Road project. Ms. Benson noted that is a Zoning Board of Appeals project and will request information from that Board.
- Mr. Allison requested pdf’s of development plans in order to bring him current. Also that the Board receive pdf’s each time there is a new project application. Mr. Bakaysa went on to note that with pdf’s, Board members will have an opportunity to review prior to the formal presentation by the applicant.
- Mr. Lockwood felt there should be more Board access to Planning Office documents. Mr. Bakaysa opined that should be a policy decision driven by the Board of Selectmen and applied to all Town offices. He is also concerned with document security. Ms. Bilotta-Simeone requested that the IT Director come before the Board to get an understanding of what the Board is requesting and possible solutions. Ms. Benson to investigate.
- Revision of Planning Board Goals will be distributed at next meeting for discussion at August 12<sup>th</sup> meeting.
- Mr. Allison inquired if Board could put a fee in place for extension requests. Ms. Benson will provide Fee Schedule to Board.

**EXECUTIVE SESSION:** Board did not go into Executive Session

**ADJOURNMENT:** Motion to adjourn, Mr. Allison, Second, Mr. McQuaid, adjourned 8:00 PM

Documents used at meeting:

Highfield Village Extension Request  
New England Farms Building Permit  
Emerald Place at Lake Whalom Weekly Update  
Tri Town Landing Weekly Update  
651 Chase Road Solar News Article  
Marijuana Clinic News Article  
Conservation Commission Agenda

Audio recording on file.