

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 22, 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: 7-8-13, Motion to approve, Mr. Lockwood, Second, Mr. McQuaid. Minutes signed.

APPOINTMENT: MRPC- Presentation by John Hume, Planning and Development Director on the Economic Element of the Master Plan. He presented two handouts to the Board, which were also in a PowerPoint presentation; 1) Economic Development Element Draft Inventory/Analysis, and 2) Draft Assessment of Lunenburg's Current Economic Base – Economic Development Element. (MRPC signed a contract with Lunenburg to assist in updating the Town's Economic Development Chapter of the Master Plan.)

Board questions:

Mr. Lockwood- Table E-3, Residence to Workplace Flows for Lunenburg and Montachusett Region 2000- accounts for 60% of workforce; what about the remaining 40%? Are they from workplaces other than the six listed? Mr. Hume to research. Figures were taken from 2000 Census. Such information was not collected for the 2010 US Census.

Mr. Bakaysa- Do the other towns that Lunenburg was compared with have a single tax rate or different tax rates for commercial and industrial? Mr. Hume responded that all had singular tax rate. Lunenburg has more commercial properties than industrial.

Mr. Lockwood- Table E-13, Lunenburg's Tax Levy 2009-2013 (with rate) - is the rate per thousand of assessed value? If the Town wants to significantly grow the commercial/industrial base, it should take into consideration how Lunenburg's tax rate compares with surrounding communities. How do Lunenburg's utility costs compare with surrounding communities?

Ms. Bilotta-Simeone- In regards to Brownfields, would like to know what could be done "grant wise" with L&M Service Center at 925 Mass Ave. Mr. Hume noted there is a Brownfields Committee that will be meeting in September.

Mr. Bakaysa- Why aren't the Town's landfills included in Brownfields? Mr. Hume noted a site is only listed if a hazardous spill is reported.

Mr. Bakaysa- What have been communities' successes in getting 43D sites developed, e.g., Lancaster? Did those communities have specific attributes that Lunenburg does not have? Mr. Hume will check with State.

Mr. Bakaysa- In possible creation of Village District Bylaw, what are neighboring communities doing for reuse of municipal buildings.

In conjunction with above presentation, there was discussion of the draft Citizen Survey. Ms. Bilotta-Simeone wanted a section included for the workforce, where do they work, how many miles, education. She also suggested one robocall from the Planning Department informing the citizenry there is a survey available on the Town web. Suggested a notice also be posted on sign board in Town Center. Mr. Lockwood noted www.surveymonkey.com can tabulate the Survey. It was suggested Ms. Benson and Ms. Noble, Director of the Senior Center, have a working session with the seniors to assist them with completing the Survey. Mr. Lockwood will email Ms. Benson the Town Center Planning Discussion previously compiled for her to forward to Mr. Hume, Mr. Allison and Mr. McQuaid.

Mr. Hume noted possibly meeting again with the Board end-August, beginning-September.

COMMITTEE REPORTS:

MJTC, Mr. Allison- No August meeting. Received GIS data which office will forward to Board. Felt MJTC was expending too much money in reproducing reports in various languages.

MRPC, Ms. Bilotta-Simeone- Meeting July 23rd.

School Building Committee, Mr. Lockwood- Meeting July 24th.

School Reuse Committee, Mr. McQuaid- Mr. McQuaid was voted as Committee Secretary. Vice Chair is Patrick Slattery, Chair is Jamie Toale. Ms. Benson to find out when next meeting date is and notify Mr. McQuaid. Mr. Lockwood noted asbestos removal cost in building renovations and suggested possibility of prisoner work crew if it would provide a cost advantage. It was noted that for asbestos removal, a qualified contractor is required.

Capital Planning Committee, Ms. Benson- Noted cover letter to departments. Packet will go to departments end-August, beginning-September.

OLD BUSINESS: Planning Board Goals- Revised per Board discussion of 6-24-13. Board to review and discuss at 8-12-13 meeting.

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

Stone Farm Estates- Noted engineer review of administrative change for the development. Developer has put change on hold.

Highfield Village, Mass Ave- Board Extension expires 7-23-13. Project engineer was not available for this Board meeting and sent a letter dated 7-19-13 requesting additional extension to August 5th (anticipating a Board meeting that date) to give a detailed status. Board consensus was to approve Extension to August 13, 2013 with the Applicant appearing before the Board at its August 12th meeting. Motion to approve Extension to August 13th, Mr. Lockwood, Second, Mr. Allison, roll call vote- Mr. Allison, aye; Mr. Bakaysa, aye; Mr. McQuaid, aye; Mr. Lockwood, aye; Ms. Bilotta-Simeone, aye. Motion passed.

New England Farms, Leominster Shirley Road- Foundation in and inspected.

Emerald Place at Lake Whalom, Lakefront- Ms. Benson will set up date for developers to appear before the Board. Inside road work still in process. Board of Selectmen discussing crosswalks to accommodate pedestrian flow and for safety purposes and are looking for input from the Planning Board and DPW. Mr. Bakaysa suggested the Board also communicate with the Zoning Board of Appeals regarding same in regards to Lunenburg Village on Whalom Road.

Tri Town Landing, Youngs Road- Both the Annual Update and the Density Bonus application were provided to State. Ms. Benson working with Mr. Scheid, Assessor, and the State on 40S (school) reimbursement. Discussion ensued around the fence issue brought forth by a citizen at the 6-24-13 Board meeting. When the Board approved the Plan, it was with the fence. It was then asked if the developer was given an easement as the fence is on Town property. Mr. Bakaysa noted that when the developer came to the Board requesting an easement, the Board directed them to the Selectmen. The Board of Selectmen chose to give the developer a License Agreement instead of going to town meeting for an easement. The License Agreement gives emergency vehicles access to the rear of the buildings. The developer built to that line; not the property line. The Selectmen do not have an issue with the fence placement. Board members questioned if the Selectmen could revoke the Agreement if the Town chooses to use that land at some time in the future. Ms. Bilotta-Simeone feels the fence should be moved from the Town land to preclude the possibility of the Town being held liable if there are injuries; e.g., a child becoming injured while playing on the fence. The developer notes he is willing to accommodate the Town. Mr. Bakaysa inquired if the fence is moved, will firefighters have access to the rear of the buildings. Mr. McQuaid feels access on three sides is sufficient. Resolution falls under the Board of Selectmen. Ms. Benson to check with Fire Chief to see if there is access to the rear of the buildings and/or if access on three sides is sufficient.

Asian Imperial, Electric Avenue- Gating of the emergency access continues to be an issue. Fire Chief does not want a solid gate. Chain will be redone as a double chain, there will be more signage and reflectors. If the issue is not resolved, it will become a Zoning Board of Appeals issue as the permitting authority.

Whalom Road LLC/Lunenburg Village- Applicant requesting to go from 64 to 80 units. Original application was for 120 units. Zoning Board of Appeals welcomes Board comments. Letter will be written to Zoning Board of Appeals as noted above under Emerald Place. Board would like to see the development remain at 64 units, but is aware this is the Zoning Board of Appeals' jurisdiction.

Whites Woods Ph III- Modification approved and filed with the Registry.

Medical Marijuana Clinic- Ms. Benson noted how abutting communities are handling. Board will proceed to put a one year moratorium bylaw in place while continuing to research. Mr. Allison inquired if there could be a Town point of contact with the Federal Government. Ms. Benson suggested going through the Town's State Senator. Mr. Lockwood suggested Town Counsel. Motion, Mr. Allison, to create a bylaw for the fall town meeting to put a year moratorium on marijuana clinics, Second, Mr. McQuaid, roll call vote- Mr. Allison, aye; Mr. Bakaysa, aye; Mr. McQuaid, aye; Mr. Lockwood, aye; Ms. Bilotta-Simeone, aye. Motion passed.

ACTION FILE:

651 Chase Road, solar status- Noted news article that states the Board of Selectmen approved a power purchase agreement with NuGen Capital.

Lunenburg Middle/High School, schematics- Scanned to Board; no discussion.

MJTC, meeting handouts- Scanned to Board; no discussion.

Fee Schedule- Ms. Benson polling neighboring communities as to whether or not they charge for extensions. Will provide more information at the next Board meeting.

North County Land Trust Newsletter- Scanned to Board; no discussion.

School Building Committee, 6-18-13 meeting notes- Scanned to Board; no discussion.

35 Leominster Road- Noted Zoning Official's July 8, 2013 letter stating he has conducted several inspections of the property and that the applicant is operating and cleaning the property in conformance with the Special Permit directives.

Emerald Place at Lake Whalom, Lakefront, new article- Scanned to Board; no discussion.

EPG Solar, Pleasant Street, news article- Scanned to Board; no discussion.

Zoning Board of Appeals Public Hearing, 305 Leominster Shirley Road- Scanned to Board; no discussion.

Zoning Board of Appeals Special Permits, 1501R Lancaster Avenue, 19 Mass Ave, 27 Mass Ave, and 39 Mass Ave- Scanned to Board; no discussion.

Building Permits, 325 Sunnyhill Road, 24 Riley Road, 22 Riley Road, 20 Riley Road, and 18 Riley Road- Scanned to Board; no discussion.

MEETING SCHEDULE:

August 12 – 6:30 PM, Town Hall, will include appointment for Highfield Village

August 26 – 6:30 PM, Ritter Memorial Building, Mr. Bakaysa may not be available

September 9 – 6:30 PM, Town Hall

September 23 – 6:30 PM, Ritter Memorial Building

MEMBER ISSUES:

Requested pdf's, current status- Have been requested from developers; awaiting responses.

BOARD COMMENT:

Mr. Allison inquired if the Town has GIS. Yes, on the Town web under the Assessors. Mr. Allison felt it should be more prominent on the Town's web. He also noted Harvard's tutorial for same and requested it be scanned to Board.

Mr. Allison provided a sample RFP (Request for Proposal) to Mr. Lockwood that he could present at the School Building Committee meeting at his discretion. Mr. Lockwood noted the Committee is working with an OPM.

Mr. Allison inquired as to the roles and responsibilities of different Town functions and composition of the Town government. Mr. Bakaysa referred him to the Town Charter. Ms. Benson referred him to the Town Manager through the Board of Selectmen.

PUBLIC COMMENT: Ms. Bertram, 312 Townsend Harbor Rod – noted GIS is administered by the Assessors' Office and suggested Mr. Allison contact Assessor Harald Scheid with any specific questions. Referred to 310 CMR 11.00 and inquired if a MEPA submission was completed with the EPA for Aro Estates. She noted it is up to the Secretary of Environmental Affairs to determine if a full MEPA filing is required.

EXECUTIVE SESSION: Board did not go into Executive Session

ADJOURNMENT: Motion to adjourn, Mr. Bakaysa, Second, Mr. McQuaid, adjourned 9:05 PM

Documents used at meeting:

North County Trust Newsletter

Planning Board Goals

Stone Farm Estates Engineer Review

Highfield Village Extension Request

Highfield Village Chronological Order

Emerald Place at Lake Whalom Occupancy Certificates

Whalom Road LLC Letter dated 6-27-13

651 Chase Rd news article

Building Permits- 325 Sunnyhill Rd, 24, 22, 20, and 18 Riley Rd

ZBA Special Permits- 1501R Lancaster Avenue, 19, 27, and 39 Mass Ave

Draft Assessment of Lunenburg's Current Economic Base – Economic Development Element

Video recording on file.

MJTC handouts

School Building Cmte 6-18-13 meeting notes

Emerald Place at Lake Whalom news article

EPG Solar news article

ZBA Public Hearing 305 Leominster Shirley Rd

Sample RFP

Harvard's GIS Tutorial

35 Leominster Road Building Official's status letter

School Schematics

Economic Development Element Draft Inventory/Analysis