

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



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Minutes
August 26, 2013

Meeting Posted: Yes

Place: Town Hall, 17 Main Street, Lunenburg, MA

Time: 5:30 PM

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

WORKSHOP- Planning Board Goals- Mr. Allison stated he is not satisfied with the level of disclosure on the Director's job description. He stated he asked Ms. Benson for a copy and she responded that he could not have one. Ms. Benson noted this evening they are her goals and need to be reviewed with the Town Manager. Ms. Bilotta-Simeone noted that Mr. Allison is looking for a copy of the Planning Director's job description and what the Town Manager and the Planning Director have stated are to be the Director's goals. Ms. Bilotta-Simeone reiterated that Mr. Allison is not looking for Marion Benson's job description, but a job description of the Planning Director for the Town of Lunenburg. Ms. Bilotta-Simeone noted that is public record and the Board can get that for him. Mr. Allison questioned how frequently the Rules and Regulations Governing the Subdivision of Land (hereinafter referred to as R&R) should be updated. Ms. Benson responded every ten years. She noted she has been conferring with area engineers and as it is quite costly to update the R&R, the area engineers recommend that they be updated internally by the Planning Board in conjunction (if necessary) with the appropriate departments. Ms. Benson will work on updating sections of the R&R for Board members to review between meetings. Mr. Allison noted that the Agricultural Commission would like to provide input on determining if Northfield Road and Flat Hill Road meet criteria for Scenic Roads in Lunenburg. Mr. McQuaid inquired as to what is the Scenic Road criteria. Mr. Lockwood noted that #4, To Manage Growth Through Thorough Reviews of Development is an ongoing process with the Board. #7 To Devise Communication Strategy for Citizens via Signboards, Social Media, etc. will also be an on-going process due to technology advancements. Ms. Bilotta-Simeone noted she would like to see the various committee chairs meet every 3-4 months. She also recommended an ad hoc economic development committee to work with MRPC to help determine the avenue to bring in tourism. Mr. Lockwood recommending publishing sections to facebook.com in advance for individuals' comments/input. Ms. Bilotta-Simeone noted that the Board should keep track of Town owned land. Ms. Benson noted that falls under the Open Space Ad Hoc Committee which was appointed by the Board of Selectmen. Mr. Allison noted that the Town has surpassed a population of 10,000 which, under MGL Ch 40 Section 10, entitles it to maintain one or more public markets; he has brought this to the attention of the Town Manager. Also, that MGL Ch 40 Section 8K discusses the formation of a mapping commission by towns by by-law. Mr. McQuaid asked who coordinated GIS. Ms. Benson responded the IT Director and Assessor. Ms. Benson to type up assignments as follows for next Board meeting for approval.

BOARD GOALS:

Six (6) CATEGORIES

- Housing
- Community and Recreation
- Communication
- Economics – Center/other areas
- Agricultural
- Rules and Regulations Governing the Subdivision of Land

1. Responsibility-Assignment: BOARD
To fulfill the above statutory requirements under the policies of the Planning Board.
2. Responsibility-Assignment: BOARD
To continue updating the Master Plan.
3. Responsibility-Assignment: BOARD
To bring forth new bylaws and/or regulations for the protection of the Town by developing communication links and process and procedures.
4. Responsibility-Assignment: BOARD
To manage growth through thorough reviews of development.
5. Responsibility-Assignment: TOBY BAKAYSA
To continue to update the Planning Board's Procedures and Policies.
6. Responsibility-Assignment: NATHAN LOCKWOOD
To continue to increase communication to all governmental bodies and to citizens of the community.
7. Responsibility-Assignment: NATHAN LOCKWOOD
To devise communication strategy for citizens via signboards, social media, etc.
8. Responsibility-Assignment: DAMON McQUAID
To preserve Town Center.
9. Responsibility-Assignment: JOANNA BILOTTA-SIMEONE
To determine an avenue to bring in tourism, yet still maintain rural atmosphere.
10. A. Responsibility-Assignment: NATHAN LOCKWOOD
Residential development
10. B. Responsibility-Assignment: JOANNA BILOTTA-SIMEONE
To form an economic development sub-group to devise ways to increase affordable and senior housing.
11. Responsibility-Assignment: MATTHEW ALLISON
Determine what the Board needs to do from a zoning perspective to encourage both citizens and developers to purchase "local", e.g., Farmers' Market.
12. Responsibility-Assignment: JOANNA BILOTTA-SIMEONE
Determine how to bring in more commercial development, e.g., solar farms to provide additional revenue to town.
13. Responsibility-Assignment: TOBY BAKAYSA
Update the Rules and Regulations Governing the Subdivision of Land to include a reviewing engineer checklist. This checklist will be reviewed annually by the Board.
14. Responsibility-Assignment: JOANNA BILOTTA-SIMEONE
Determine incentives for existing commercial properties for site improvement.
15. Responsibility-Assignment: MATTHEW ALLISON
Determine ways to expand the Agricultural Preservation Restriction Program.
16. Responsibility-Assignment: JOANNA BILOTTA-SIMEONE
Economics-Determine incentives for small businesses to locate in Lunenburg.
17. Responsibility-Assignment: JOANNA BILOTTA-SIMEONE
Determine incentives to attract summer activities to Lunenburg.

PRESENTATION- School Building Committee- Board briefed by School Building Committee in conjunction with Lunenburg School Committee. PowerPoint presentation by Michael Mackin, School Committee as follows:
High School Existing Conditions Feedback from NEASC
High School Existing Building Condition
High School Existing Building Capacity
Educational Vision/Goals
Proposed District-Wide Building Configuration
Collaborative Process
Milestone Schedule
Preliminary Options Studied
Conceptual Construction Phasing Plan
Schematic Design Perspective Massing from the South West
Schematic Design Perspective Administration and High School Classroom Wing
Schematic Design Perspective Main Entry
Schematic Design Perspective Media Center and Greenhouse
Schematic Design Perspective Middle School Classroom Wing
Stay Connected to the Project

The Committees hope to come to either a December 2013 or January 2014 special town meeting with a total cost estimate and seek support of the voters. If the article passes, projected begin date for construction is mid fall 2014. The new school would open at the beginning of the September 2016 school year. In fall 2016 the existing high school would be demolished.

Charles Hay, Architect for Tappe Associates gave an overview of the schematic design perspective. It will be a sustainable, green building.

Board questions –

Mr. Allison inquired as to a capacity analysis or any road improvements on Oak Avenue. Mr. Hay noted no full traffic study done. As it is a low volume roadway, a traffic study would only be beneficial if there is an assumption that a signal would be required. He noted that the MSBA will reimburse the Town over 50% of the project costs, but does not reimburse communities for any off-site improvements. Mr. Bakaysa asked if there would be student parking on the upper level. Mr. Hay noted that is an administrative question, but the concept is no. The concept is that students will get a permit and be in the student lot. Parking adjacent to the Passios is being held in abeyance as the future of the Passios is unknown. Mr. Bakaysa also inquired if there was sidewalk access from both Mass Ave and Oak Ave. Yes. Also, if the Passios is done away with, is there any consideration to put a second gymnasium in the new building? Mr. Mackin noted in addition to the large gym, there are two large spaces that could be used for exercise, dance, aerobics, etc. Another community gym is not part of the project. The gym is designed to MSBA specifications. Mr. McQuaid also concerned with location and quantity of parking. Mr. Bakaysa inquired if the existing lights on the football field would be re-used. Possibly some of them. Renovate/new tennis courts? Probably. Ms. Benson inquired if the gymnasium can be divided. There is a net divider that splits the gymnasium into two sections. It will also have separate locker rooms for middle and high school students. Ms. Benson noted citizens have asked her when they will be voting on the new school. Mr. Mackin noted it will go to a fall town meeting. Mr. Allison inquired if student numbers incorporated that will account for possible new development within the Town. Yes.

This will be both a town meeting and then a ballot question.

MINUTES APPROVAL: 8-12-13, Motion to approve minutes as amended, Mr. Lockwood, Second, Mr. McQuaid. Minutes signed.

COMMITTEE REPORTS:

MJTC, Mr. Allison- No August meeting.

MRPC, Ms. Bilotta-Simeone- Meeting to be held August 27th.

School Building Committee, Mr. Lockwood- Meeting to be held August 27th.

Building Reuse Committee, Mr. McQuaid- Committee has toured Passios. Mr. Londa noted current uses – FLLAC Collaborative, Lunenburg Cable, some school administrative offices. Building in decent condition. Building has asbestos.

Capital Planning Committee, Ms. Benson- Packet will be sent to departments on September 3rd.

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

300 W. Holman & 300 Holman St- No present action.

Public Document Access- Process ongoing with IT Director.

MRPC- Packets distributed to members on Village Area Study and Downtown Zoning Repair. It was noted that the Town is not paying MRPC to do the DLTA; MRPC is paid by the State.

Force Corp., 305 Leominster Shirley Rd- Applicant has received a use permit from the ZBA. A DPR needs to be done for the new building. Office is still waiting for the complete application submittal.

Ryan & Amy Lazaro, 617 Leominster Road- No report

White Tail Crossing- No report

Stone Farm Estates- No report

Highfield Village, Massachusetts Avenue- No report

Mobil Station, Leominster Shirley Road- Work continues. Vendors will be Mobil, Dunkin' Donuts and Honey Farms.

Emerald Place at Lake Whalom- Weekly update provided to Board members

Tri Town Landing, Youngs Road- State required reports completed. Town does not qualify for 40S reimbursement. Mr. Bakaysa requested the "formula" for qualification.

Whalom Road LLC/Lunenburg Village- Noted ZBA continuance to August 28th.

Whites Woods, Phase III, White Street- No report

Medical Marijuana Clinic- Sample bylaw provided to Board members previously. Special town meeting may not be held until January-February 2014 timeframe. Board looking for a moratorium at this time.

Fee Schedule Update- No update. Board inquired as to annual fees of both Shirley and Harvard.

ACTION FILE:

Citizen Survey- Survey revised to include question on a marijuana clinic and to include definition of CPA. In process with IT Director. Ms. Benson will conduct seminars with seniors at the Eagle House.

DPW Request for Service Form- Noted if there are questions on Town roadways, form is available for completion on DPW website.

Permit Extension Act- Scanned to Board members.

Town Land Acquisition for Town Beach- Previously submitted to Board members.

Town Center- Previously submitted to Board members. Ms. Benson recommended it be included in the Board Goals.

Lunenburg Hazard Mitigation Plan Update- Previously submitted to Board members. Mr. Allison quoted a portion of the matrix located on pg. 84, "The Planning Board is reviewing Zoning Bylaws and regulations to determine the best way to accomplish all Flood Related Hazards mitigations." Ms. Benson noted that the Board should review the Lunenburg Hazard Mitigation Plan Update and decide if they want to take any action. Board to discuss at its September 9th meeting.

MEETING SCHEDULE:

September 9 – 6:30 PM, Town Hall

September 23 – 6:30 PM, Ritter Memorial Building

MEMBER ISSUES:

Mr. Allison inquired if an Order of Conditions was issued for the mobil station at 134 Leominster Shirley Road. Ms. Benson will provide him with the Approval. He also noted that the PDF copy he received of same did not have Planning Board signatures and that it contained numerous errors. Mr. Bakaysa responded that the Board does not sign design plans; they sign plans for the subdivision of land. The Board signs the Findings and Directives for design plans.

Ms. Bilotta-Simeone noted that individual Board members cannot task Ms. Benson without Board direction.

EXECUTIVE SESSION: Board did not go into Executive Session

ADJOURNMENT: Motion to adjourn, Mr. Allison, Second, Mr. Lockwood, adjourned 7:45 PM.

Documents used at meeting:

Planning Board Goals

MRPC Documents

Citizen Survey

DPW Request for Service Form

Permit Extension Act

Emerald Place at Lake Whalom Weekly Update

Fee Schedule Research

Video recording on file.