

# **LUNENBURG PLANNING BOARD TOWN OF LUNENBURG**

Damon McQuaid, Chair  
Matthew Allison, Vice Chair  
Kenneth Chenis, Clerk  
Gregory Bittner  
David Prokowiew



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Adam R. Burney  
Land Use Director

Minutes  
September 28, 2015

Meeting Posted: Yes

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

Time: 6:30 PM

Present: Damon McQuaid, Matthew Allison, Gregory Bittner, David Prokowiew, Adam R. Burney

Absent: Kenneth Chenis

## **INFORMATION MEETING:**

**339 Electric Avenue-** See separate minutes.

Motion, D. Prokowiew, Second, M. Allison, to approve site layout and work, exclusive of any signage with conditions as noted:

Applicant build to the approved Plan- Job # 091058, dated August 2015, amended to September 25, 2015.

Applicant abides by all other board/commission directives.

Applicant installs an internal component to capture pet hair.

Applicant limit construction hours to 7:30 AM – 5 PM, Monday – Friday, 8 AM – 12 PM, Saturdays, no Sundays and holidays.

Applicant pursues no parking at street with the Board of Selectmen.

Applicant limit delivery hours to 5:00 – 7:00 AM and 7:00 – 9:00 PM.

## **PUBLIC HEARING:**

**274 Prospect Street-** See separate minutes. Peer reviewer Jeffrey Walsh, Graves Engineering Inc., will formalize his September 8, 2015 draft review letter to the Board.

**Minutes Approval:** All minutes signed.

9/14/15, Motion, M. Allison, Second, D. Prokowiew

9/14/15, 339 Electric Avenue Hearing, Motion, M. Allison, Second, D. Prokowiew to accept with amendment noted by G. Bittner.

9/14/15, Highfield Village Hearing, Motion, M. Allison, Second, G. Bittner

9/15/15, Motion, M. Allison, Second, G. Bittner

9/15/15, Executive Session, Motion, M. Allison, Second, G. Bittner

## **COMMITTEE REPORTS:**

**Building Reuse Committee-** Architectural firm Tappe Associates hired for Town building study.

**Capital Planning Committee-** No meeting

**Agricultural Commission-** No meeting

**MJTC-** No report

**MRPC-** No meeting

**Open Space Ad Hoc Committee-** No meeting. A. Burney noted conversation with Committee member Brandon Kibbe who indicated that he hopes to get the Committee started on a rewrite within 30-60 days.

**School Building Committee-** No meeting

**Green Community Task Force (GCTF)-** Meeting cancelled due to lack of quorum.

**DEVELOPMENT STATUS REPORTS:**

**Definitive Subdivision, 50 Elmwood Road-** Finishing Lot 5. Doing predevelopment grading on two other lots.

**Tri Town Landing-** Insulation work and continued review of fire suppression.

**339 Electric Avenue-** See above.

**Prospect Street-** See above.

**DIRECTOR'S ITEMS:**

**Special Town Meeting-** Special Town Meeting scheduled for November 16, 2015. The Warrant closes October 5, 2015. Board consensus was to wait until May annual town meeting for submission of site plan approval bylaw.

**November 23-** Board to tentatively plan on meeting this date.

A. Burney noted the Board of Selectmen is looking for a Board member to serve on the Stormwater Task Force. D. Prokowiec nominated M. Allison, D. McQuaid Seconded, M. Allison accepted.

**Bylaw Updates-** A. Burney noted to the Board that the Town has been working on a codification process of all Town bylaws, charter, etc. going into a single book with a single number scheme.

A. Burney noted revisions to Site Plan Approval, Draft 4. Discussed wording in E.11).

Off Street Parking Design Standards tabled. Board to review and send any comments to A. Burney.

**NOTICES & COMMUNICATIONS:** Noted

**MEETING SCHEDULE:**

October 12 – no meeting, Columbus Day

October 26, 274 Prospect Street Hearing Continuation

November 9, Highfield Village Hearing Continuation

November 23

**BOARD COMMENT/CONCERNS:** Town Counsel presenting Open Meeting Law workshop at the Senior Center on Wednesday, September 30<sup>th</sup>.

**ADJOURNMENT:** 10:05 PM

Documents used at meeting:

Minutes:

9/14/15

9/14/15, 339 Electric Avenue Hearing

9/14/15, Highfield Village Hearing

9/15/15

9/15/15, Executive Session

Site Plan Approval, Draft 4

Off-Street Parking Design Standards, Draft