

Master Plan Steering Committee Meeting Minutes

Meeting Date and Time: Wednesday, August 13, 2025 - 6pm

Meeting Location: Ritter Building – Upper Level, 960 Massachusetts Ave, Lunenburg, MA

Attendees (Members):

- Kim Duffy (Chair, Member At Large)
- Anthony Sculimbrene (Vice Chair, Member At Large)
- Jerry Reid (Clerk, Member At Large)
- Emily Young (School Committee Representative)
- Sondra Harp (Virtual, Member At Large)
- Glenn Mcleod (Select Board Representative) - (6:10 pm arrival, in-person)
- Tim Willsmer (Planning Board Representative) (6:10 pm arrival, virtual, dropped at 7:24 pm)
- Teddy Doucette (Conversation Commission Representative)

Attendees (Non-Members):

- Rami el Samahy (Over Under Consultant)

1. Call to Order - 6:04PM
2. Public Comment - No public comment
3. Committee Comment - No Committee comment
4. Vacant Seats (Conversation Commission, Zoning Board of Appeals, At Large)
 - Conversation Commission new member of MPSC - Teddy
 - Zoning board of appeals & At Large – Not filled
5. Meeting Minutes Approvals:
 - a. Jerry motions to approve April 5, 2024 and May 15, 2024 meeting minutes. Tony seconds the motion. Roll Call Vote:
 - i. Sondra (Yes)
 - ii. Jerry (Yes)
 - iii. Emily (Yes)
 - iv. Teddy (Yes)
 - v. Tony (Aye)
 - vi. Kim (Aye)
 - vii. Motion passes, meeting minutes of April 5, 2024 and May 15, 2024 are approved.

- b. Tony motions to approve the April 23, 2025 meeting minutes. Emily seconds the motion. Roll Call Vote:
 - i. Sondra (Aye)
 - ii. Jerry (Aye)
 - iii. Emily (Aye)
 - iv. Teddy (Aye)
 - v. Tony (Aye)
 - vi. Kim (Aye)
 - vii. Motion passes, meeting minutes of April 23, 2025 are approved.
- c. Jerry motions to approve the July 9, 2025 meeting minutes. Tony seconds the motion. Roll Call Vote:
 - i. Sondra (Aye)
 - ii. Jerry (Aye)
 - iii. Emily (Aye)\
 - iv. Teddy (Aye)
 - v. Tony (Aye)
 - vi. Kim (Aye)
 - vii. Glen (Abstained)
 - viii. Motion passes, meeting minutes of July 9, 2025 are approved.

6. OverUnder / Lunenburg Discussion Summary

- Plan was discussed and different ways to implement / work on it
- Info session before town meeting with Public and Planning board
- We will get feedback to OverUnder to get something going
 - Goal is town meeting

7. OverUnder Presentation of Master Plan Implementation Strategies and Document Layout Options – Refer to Attachment for presentation slides.

- Rami discussed report structure
 - Executive Summary
 - Engagement Process
 - Existing Conditions
 - Document available <https://www.planlunenburg.org/updates>
 - Recommendations
 - Goals were discussed
 - New recommendations were discussed
 - Technology
 - Review bylaws every 5 years
 - Implementation (possible ways)
 - Implementation Committee
 - Filter Checklist
 - Implementation Table

8. Next steps of Master Plan drafting

- Keep Advertising and follow up with Committee
 - Planning and parks responded
 - Spreadsheet that sent to groups was discussed
 - Potential public meeting October 22nd

9. Adjournment. Tony makes a Motion to Adjourn. Jerry seconds the motion. Roll Call Vote:

- Jerry (Yes)
- Emily (Yes)
- Teddy (Yes)
- Glen (Yes)
- Tony (Yes)
- Kim (Yes)
- Sondra (Yes)
- Motion passes. Meeting is adjourned at 8:09 PM.