

**TOWN OF LUNENBURG**  
**Office of the Planning Board**

Matthew Allison, Chair  
Tanner Cole, Vice Chair  
Gregory Bittner, Clerk  
Paula Bertram, Member  
Rhonda Lisio, Member



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Adam R. Burney  
Land Use Director

Marjorie J. Boggio  
Administrative Assistant

Minutes  
July 22, 2019

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

Present: Matthew Allison, Tanner Cole, Gregory Bittner (arrived 6:40 PM), Paula Bertram, Rhonda Lisio, Adam R. Burney

**APPOINTMENT TO OPEN SPACE AD HOC COMMITTEE:** One completed Talent Bank Form for the vacancy was received in the office and forwarded to the Open Space Committee for review/vote. The Open Space Committee was also meeting this evening, but did not have a quorum and was unable to take a vote on the vacancy. Discussion tabled awaiting the arrival of G. Bittner.

**EARTH REMOVAL:** Members were in receipt of Draft #1. The Board of Selectmen has placed this topic on their August 6<sup>th</sup> agenda; the Board discussed attending the August 6<sup>th</sup> Select Board meeting. P. Bertram had concerns with the impact to existing businesses if earth removal/fill is prohibited on weekends. She would also like input from the Board of Health regarding groundwater analysis. M. Allison requested both the Bylaw and the Rules and Regulations be reviewed by the Board of Health. R. Lisio felt limiting weekend hours would be appropriate if the operations are taking place in a residential area. Continued discussion took place and revisions will be made to Draft #1.

With the presence of G. Bittner, the Board resumed discussion of the Open Space vacancy. **G. Bittner made Motion for P. Bertram to be appointed to the Open Space Committee as an At-Large member, R. Lisio Seconded, all aye.**

**MASTER PLAN:** Board members viewed goals of the 2002 Master Plan. A. Burney noted the Visioning Process and Planning Goals from the 2002 Master Plan were based on recommendations from the late 1980's - early 1990's. He suggested that the Board, instead of implementing those goals, hold a visioning session with focus on implementing what comes out of a new master plan. There was discussion on assimilating the new Open Space and Recreation Plan into the master plan as Element V, Open Space and Recreation, Natural and Cultural. P. Bertram questioned if the Economic Development Element prepared by MRPC in 2013 should be updated. There was Board discussion on what should be included in the RFP (Request For Proposal) for consultant tasks. T. Cole felt the RFP should not be finalized until the Board knows if it will receive the \$50,000 grant. P. Bertram felt that an RFP should be put together with the expectation of having the full \$100,000, and then have a workshop to review the RFP. A. Burney proposed the formation of a master plan committee, which could then transition into an implementation committee of the master plan.

**MASTER PLAN, Request for Proposal-** See "Master Plan" above

**MINUTES APPROVAL, 07/08/19:** G. Bittner made Motion to approve, T. Cole Seconded, vote passed 4-0, P. Bertram abstained.

**COMMITTEE REPORTS:**

**Capital Planning Committee-** No meetings currently being held.

**Storm Water Task Force-** Consultant interviews were held and the Task Force will make its recommendation to the Town Manager.

**Agricultural Commission-** Due to an electrical fire at Hollis Hills Farm in Fitchburg, the Commission discussed the possibility of fund raising. (Hollis Hills Farm is very active with managing fields in Lunenburg.) The Commission will investigate what is required to hold a cookout during/after the Farmers' Market on Sundays.

**Open Space Ad Hoc Committee-** Met this evening – no quorum available for voting.

**Land Acquisition Committee-** Continue to meet in executive session. Have a signed Purchase & Sales and a grant application has been submitted. M. Allison, as Planning Board Chair, will reach out to the Committee Chair about updating the Planning Board.

**Green Community Task Force-** no report

**MRPC-** no report

**MJTC-** Working on draft transition plan for Lunenburg ADA public right-of-way. MJTC hopes to have a draft plan to Lunenburg by September 30<sup>th</sup>.

**DIRECTOR'S ITEMS:**

**Open Space Ad Hoc Committee, Vacancy-** see "Appointment to Open Space Ad Hoc Committee" above

**Lunenburg Code, Section 250- 4.15., Solar Energy Systems-** Board members to review existing Bylaw and provide individual input to A. Burney. The Board will discuss the current Bylaw at its August 26<sup>th</sup> meeting.

**Lunenburg Code, Section 250- 6.1., Off Street Parking & Loading Areas-** on hold

**MEETING SCHEDULE:**

**August 12-**

UNITIL Hearing  
Economic Development Committee  
Earth Removal  
Master Plan RFP  
Master Plan Committee

**August 26-**

Stone Farm Hearing  
Solar Bylaw Discussion

**ONGOING ITEMS:**

**MGL, Ch. 41, Section 81D, Master Plan**

**Lunenburg Code, Section 250- 4.15., Solar Energy Systems**

**Lunenburg Code, Section 250- 6.1., Off Street Parking & Loading Areas**

**ADJOURNMENT:** G. Bittner made Motion to adjourn, T. Cole seconded, all aye. Adjourned 8:25 PM

Documents used at meeting:

Minutes- 07/08/19

DRAFT Rules and Regulations, Earth Removal and Placement of Fill

DRAFT Bylaw, Earth Removal and Placement of Fill

Talent Bank Form

2002 Master Plan