TOWN OF LUNENBURG
Office of the Planning Board

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

Minutes
September 23, 2019

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

Present: Matthew Allison, Tanner Cole, Gregory Bittner, Adam R. Burney
Absent: Paula Bertram

ARCHITECTURAL PRESERVATION DISTRICT COMMISSION: Commission members were not available for discussion.

PUBLIC HEARING: UNITIL- see separate minutes. Board consensus was for normal pruning and not ground-to-sky. T. Cole was in favor of removing the eight trees (#5, 7, 8, 9, 20, 21, 22, and 23) listed as Priority 1 for removal. He was not in favor of removing the five trees (#3, 6, 10, 12, and 24) listed for removal under Priority 2. Tree # 6, 12, and 24 were in dispute; the Board wanted those for normal pruning and not removal. G. Bittner made Motion to approve normal pruning around conductors, 10 feet of side clearance, 15 feet of overhead clearance, and removal of trees that pose imminent threat as listed in the Proposed Vegetation Management Work Summary and Meeting Decision Recording of trees # 5, 7, 8, 9, 20, 21, 22, and 23 with one to one remediation of a comparable species to be planted along the scenic road within the area of removal at the direction of the Tree Warden, T. Cole Seconded, all aye.

400 ELECTRIC AVENUE, Request for De Minimis Change- Applicant represented by Jon Higgins, South Coast Development, LLC. The request is to change the location of the Dunkin Donuts menu order board. The location would be moved approximately 2 car lengths to the east which would facilitate earlier placement of orders. G. Bittner made Motion to approve request for De Minimis change for the sign at 400 Electric Avenue, T. Cole Seconded, all aye.

BUTTERFLY LANE: Subdivision Closeout- The developer was represented by Chris Crowley, Ernco Development. Construction has been completed and all houses built. An As-Built was reviewed by Jeffrey Walsh, Graves Engineering, Inc., the Board’s reviewing engineer and a site walk held with C. Crowley, J. Walsh and A. Burney. The developer anticipates going to November Special Town Meeting for Town road acceptance. The site walk brought forth detail work that needed completion, e.g., some areas to be seal coated, grouting on the granite, and mortar on pipes. Some trees will need to be placed. He hopes to have the outstanding items taken care, along with another review from J. Walsh, by the Board’s next meeting. The Select Board will hold its layout hearing on October 15th for consideration for Butterfly Lane to be accepted as a public way. Bufferfly Lane has also been placed on the Warrant for November 12th Special Town Meeting. As there will be no Board meeting October 14th due to the holiday, A. Burney suggested the Board either hold a special meeting prior to the layout hearing of October 15th to sign off and release the Bond, or advise the Select Board that a final review letter from J. Walsh noting items were completed would have the Board’s endorsement for the laying out of the road. A. Burney and C. Crowley will schedule a follow-up site walk with J. Walsh for October 3rd.

The Board decided to hold a meeting on October 7th.
EARTH REMOVAL- The Board viewed the draft of August 12th. The Board hopes to have a bylaw ready for November Special Town Meeting. G. Bittner inquired if there is a requirement for annual inspection. A. Burney noted that could be added into the regulations. M. Allison inquired if the bylaw could be written for review on a case-by-case basis. A. Burney felt a threshold needed to be set that triggers the permit. The draft currently states a threshold of 1,000 cubic yards; at a previous meeting, P. Bertram was not comfortable with that number and recommended 500 cubic yards. Board members present were in agreement with permits being issued for three years, renewable for up to two years. Discussion of yardage will continue at the October 7th meeting.

ECONOMIC DEVELOPMENT/ECONOMIC DEVELOPMENT COMMITTEE- The Board viewed the latest draft, which reflected input from P. Bertram. Committee composition will be revised in order that the Agricultural Commission, Open Space Committee and Conservation Commission can recommend appointments to the Planning Board that are not necessarily a member of that specific committee or commission. The two resident appointments will not be required to be either a Lunenburg business owner or a property owner. The ex-officio appointments shall include a Lunenburg business owner, a Select Board member, a Planning Board member, and the Land Use Director.

SOLAR BYLAW- Tabled

MINUTES APPROVAL:
08.26.19- T. Cole made Motion to approve, G. Bittner Seconded, all aye.
08.26.19, Stone Farm- T. Cole made Motion to approve, G. Bittner Seconded, all aye.

COMMITTEE REPORTS:
Capital Planning Committee- Committee reorganized for upcoming fiscal year. Next meeting scheduled for October 1st.
Storm Water Task Force- Approved annual report for MS4.
Agricultural Commission- Farmers’ Market continues to do well with 15-20 vendors on site every Sunday. The Market will run for three more Sundays.
Open Space Ad Hoc Committee- no meeting
Land Acquisition Committee- Board was in receipt of a Committee report regarding the Town’s negotiation of the purchase of 318 +/- acres of land on Northfield Road. The Committee will be meeting again October 2nd and 10th. There will be a warrant article for November Special Town Meeting seeking authorization for the full project cost, contingent upon the award of State grants. Katey Adams, as a Select Board member, asked who would be submitting the article.
Green Community Task Force- no meeting
MRPC- no report
MJTC- no report

DIRECTOR’S ITEMS:
250 Howard Street, Right of First Refusal- The Select Board is seeking comments from the Planning Board as to any planning significance that would make purchasing the property beneficial to the Town. G. Bittner made Motion for the Board not to make any recommendation for 250 Howard Street, T. Cole Seconded, all aye.

Stone Farm, Update- The developer informed the Planning Office that he will have the remaining work completed by Powell Construction.

MJTC, Board Representative- The Board needs to select an MJTC representative as the prior representative is no longer on the Board.


Board Vacancy, Update- One individual expressed interest in filling the position. There will be a joint meeting of the Planning Board and Select Board on October 1st to appoint to the Board.
Building Commissioner, Update - A permanent full-time commissioner is now on staff.

Lunenburg Code, Section 250-4.15., Solar Energy Systems - Tabled
Lunenburg Code, Section 250-6.1., Off Street Parking & Loading Areas - on hold

MEETING SCHEDULE:
October 1 - Joint meeting with Select Board for appointment to Planning Board vacancy
October 7 - Regular meeting due to October 14th holiday.
October 28 -
November 12 - Special Town Meeting
November 25 -

ONGOING ITEMS:
Lunenburg Code, Section 250-4.15., Solar Energy Systems-
Lunenburg Code, Section 250-6.1., Off Street Parking & Loading Areas-
MGL, Ch. 41, Section 81D, Master Plan-

PUBLIC COMMENT: Katey Adams noted a text she received from a resident earlier opining that K. Adams was not concerned as to whether or not residents had power.

ADJOURNMENT: G. Bittner made motion to adjourn, T. Cole Seconded, all aye. Adjourned 9:30 PM.

Documents used at meeting:
Minutes-
08/26/19
08/26/19, Stone Farm Hearing
400 Electric Avenue, Request for De Minimis Change
Butterfly Lane As Built
Land Acquisition Report
250 Howard Street, Right of First Refusal
DRAFT Earth Removal Bylaw
DRAFT Charge for Economic Development Committee