

INITIALS \_\_\_\_\_

## **LUNENBURG PLANNING BOARD TOWN OF LUNENBURG**

Joanna L. Bilotta-Simeone, Chair  
Nathan J. Lockwood, Vice-Chair  
Damon McQuaid, Clk.  
Emerick R. Bakaysa, Mbr.  
Kenneth Chenis, Mbr.  
Marion M. Benson, Planning Director



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Minutes  
May 27, 2014

Meeting Posted: Yes

Place: Ritter Memorial Building, 960 Massachusetts Avenue, Lunenburg, MA

Time: 6:30 PM

Present: Joanna L. Bilotta-Simeone, Nathan J. Lockwood, Damon McQuaid, Emerick R. Bakaysa

Also Present: Chantell Fleck, MRPC

Absent: Kenneth Chenis, Marion M. Benson

### **MASTER PLAN: MRPC Presentation- John Hume-**

**Housing Element and Housing Production Plan-** Contract has been provided to the Town Manager for the Housing Production Plan (HPP). Contract needs to be signed by the Select Board Chair. MRPC plans to work on the first tasks in the Contract in June. It was suggested that the Board of Selectmen should be briefed on the HPP and the importance of updating the Master Plan. C. Fleck will prepare a letter to the Board of Selectmen noting same and also note long-term goal of the Transportation Element. C. Fleck suggested developing a list of what's left to do and the cost to provide the Board with the "big picture". It will take 5-6 months for a HPP; estimated completion date October-November timeframe. It can be converted into a Master Plan Housing Element probably in December for approximately \$1,000.00. Neither the HPP nor Master Plan Elements require town meeting vote.

**Transportation Element-** Takes approximately \$8,000 - \$10,000. Planning Board may be eligible for additional funding under UPWP (Unified Planning Work Program). J. Hume suggested the Board start the Transportation Element in May 2015 utilizing encumbered funds. UPWP funds would be available late summer/early fall. J. Hume noted the Board should start working with the MRPC Transportation Director in January 2015 timeframe. The Board should submit its request to the Board of Selectmen by December and then the Board of Selectmen will submit an application letter to MRPC's Transportation Department.

**Economic Development Element-** N. Lockwood opined a public forum should be scheduled. Board members should bring their ideas/comments to the forum. The forum would be to identify any proposed modifications. J. Hume noted the Citizen Survey should also be a part of the forum. J. Hume noted the final draft of the Element was presented to the Board in December 2013; the contract for the Economic Development Element concluded and if the Board desires major reconfiguration of the document the funding is not available. Board to review Element in a work session prior to public forum. J. Hume suggested fall timeframe – difficult to get attendance during summer months.

There was discussion as to whether the Board would adopt each Element as it is completed, or wait until all Elements are complete and then adopt all at once. No decision made.

E. Bakaysa questioned what needs to be done to bring business to Lunenburg. It's important to talk to business owners and find out what attracts them to Lunenburg. What would entice a business to move to Lunenburg? D. McQuaid noted that the Re-Use Committee has been having discussions with realtors and business owners and that the biggest hurdle for Town Center is the current Residence A zoning. E. Bakaysa opined that even if re-zoned, most of the Town Center is residences with not much space left for commercial/retail. Is it primarily in reuse of current buildings? J. Bilotta-Simeone opined the Board needs to be "proactive, not reactive" in working with developers. As developers come in there should be a development committee to sit down with the developer to discuss what the developer wants to do before financially investing in a large quantity of plans that would probably need revising.

A Master Plan workshop will be scheduled for June 16, 2014.

**BOARD REORGANIZATION:**

Chair- Motion to nominate J. Bilotta-Simeone, N. Lockwood, Second, E. Bakaysa, all aye.  
Vice Chair- Motion to nominate N. Lockwood, J. Bilotta-Simeone, Second, D. McQuaid, all aye.  
Clerk- Motion to nominate D. McQuaid, E. Bakaysa, Second, N. Lockwood, all aye.  
MRPC Representative- remains J. Bilotta-Simeone by consensus  
MJTC Representative- Kenneth Chenis by consensus pending K. Chenis acceptance.  
School Building Committee Representative – remains N. Lockwood by consensus  
Building Re-Use Committee Representative- remains D. McQuaid by consensus

Office to confirm as to whether or not a representative is required for the Capital Planning Committee.

**MINUTES APPROVAL:** All minutes signed.

Motion, J. Bilotta-Simeone, to approve 5-12-14, Second, D. McQuaid.  
Motion, J. Bilotta-Simeone, to approve 5-12-14 Highfield Village Hearing, Second, D. McQuaid.

**COMMITTEE REPORTS:**

**MJTC-** No current representative.

**MRPC, J. Bilotta-Simeone-** J. Bilotta-Simeone attended Executive Session earlier this evening. Unable to stay for regular meeting due to Planning Board meeting.

**School Building Committee, N. Lockwood-** A minor change to the building footprint was made between the Town Meeting vote and what was submitted to the MSBA; therefore the architectural firm is operating “at risk”. This has slowed the process. C. Fleck noted requested changes to the drive by the Fire Chief and DPW Director at the in-house tech meeting held May 20<sup>th</sup> and asked if that would create an issue. N. Lockwood responded – no. J. Bilotta-Simeone inquired if the architectural firm would have to comply with the requested changes as this will be a municipal building. C. Fleck responded that if the firm chooses not to comply, at least the Board will have done its due diligence. One of the questions from the Board is what is the minimum acreage for the school. Board would like to know what the boundaries are in relation to Passios.

**Building Reuse Committee, D. McQuaid-** The Committee will meet with the Planning Board at its June 23<sup>rd</sup> meeting.

**Agricultural Commission-** Board discussion as to whether or not continue with a Board liaison. Board wanted to continue being a resource for the AgCom through the Land Use Director.

**NEW BUSINESS/DEVELOPMENT STATUS REPORTS:**

**MS/HS Project-** See comments above under School Building Committee Both the Board’s Reviewing Engineer and the Architectural firm will be before the Board at its June 9<sup>th</sup> meeting to go over the plan.

**Highfield Village-** In House meeting held May 21<sup>st</sup> with C. Fleck, Project Engineer, and Reviewing Engineer. Due to incomplete material for a full review, Hearing Continuation will be opened on June 9<sup>th</sup> and then recessed to June 23<sup>rd</sup>.

**Force Corporation, 305 Leominster Shirley Road-** J. Bilotta-Simeone noted that the Police Chief and DPW Director have spoken informally with the owner. Owner is agreeable to moving fence back and lowering the grade. Board needs to follow up and see if any action was taken by the owner.

**Definitive Subdivision, 50 Elmwood Road-** Approval filed with Town Clerk. Currently in Appeal Period.

**Whites Woods-** No report.

**Emerald Place at Lake Whalom-** No report.

**651 Chase Road Solar-** Administrative changes requested. 1) Chase Road front entrance gate location too close to road. Emergency vehicles would not be able to turn in safely. Request to move gate into driveway. 2) Fence was going through wetlands and would require removal of trees. Would like to move more into the site. 3) Change gate location on fence encircling retention pond to allow for easy turning onto road by larger vehicles. Board had no issues with requested changes.

**265 Pleasant Street Solar-** Administrative changes requested. Change in location of plantings for screening. Abutter did not want berms placed along property line nor plantings right up against stone wall (feeling of being “boxed in”). Board had no issues with requested changes.

**White Tail Crossing-** No report.

**ACTION FILE:**

**250 Whalom Road, Lunenburg Village-** No report.

**MRPC Traffic Count-** J. Bilotta-Simeone would like to request intersection of Goodrich Street and Lancaster Avenue. It was noted that traffic counts will be useful to be utilized as the Board moves forward with its Economic Development Element.

**40 Leominster Shirley Road-** Waiting response from Historical Commission.

**Village District Draft Bylaw-** C. Fleck noted she reviewed the Citizen Survey results. Draft Bylaw will be provided to Re-Use Committee Chair prior to the joint meeting of June 23<sup>rd</sup>. C. Fleck noted that the majority of the Citizen Survey was narrative. She felt the two questions that dealt mostly with the Town Center were #6, "What buildings and/or sites in Lunenburg do you believe are worthy of historic preservation efforts?" Most responses indicated the Town Center needed preservation. Specific buildings noted were Town Hall and the Ritter. Question #7, "Would you support designing and enlarging the Town Center to include a mixture of services and residential development?" There were a variety of responses. 117 yes, 66 no. Some of the responses were to- lift sign ban, allow small shops, art galleries, zoning bylaws too restrictive for business, keep small town feel, coffee shops, country stores, more parking, center for crafts, affordable elderly housing, better foot traffic flow, health services, public transportation. The recurring theme was for small shops and more walkability. C. Fleck will summarize for June 23<sup>rd</sup> meeting. D. McQuaid (as Re-Use Committee representative) working on envisioning session.

**NOTICES:** Conservation Commission and abutting communities- Noted

**MEETING SCHEDULE:**

June 9, 6:30 PM, Town Hall

June 16, 6:30 PM, Master Plan Workshop

June 23, 6:30 PM, Town Hall

**MEMBER ISSUES:** E. Bakaysa provided a letter of resignation from the Planning Board; resignation being effective at the meeting's conclusion.

Motion, J. Bilotta-Simeone to adjourn, Second, D. McQuaid, Adjourned 9:00 PM.

Documents used at meeting:

Economic Development Element

Minutes 5/12/14

Minutes 5/12/14 Highfield Village Hearing

Chase Road Solar- Request for Administrative Changes

Pleasant Street Solar- Request for Administrative Changes

Village District Draft Bylaw

Notices

MRPC Traffic Count Correspondence