

**TOWN OF LUNENBURG
SPECIAL TOWN MEETING WARRANT
November 18, 2025**

Worcester, ss:

To: Constable of the Town of Lunenburg, in the County of Worcester, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Lunenburg, qualified to vote in elections and town affairs, to meet in the Lunenburg Middle/High School Auditorium in said Lunenburg on Tuesday, the 18th day of November, 2025 at 7:00 o'clock in the evening (7:00 P.M.), for the purpose of taking action on the Special Town Meeting Warrant, and then and there to act on the following articles, viz:

SPECIAL TOWN MEETING ARTICLES

ARTICLE 1: AUTHORIZATION TO HEAR AND/OR ACCEPT THE REPORTS OF OFFICERS AND COMMITTEES OF THE TOWN

(Submitted by the Town Manager)

To see if the Town will vote to hear and/or accept the regular written reports of the Town Officers and Committees; or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Recommend Approval (5-0-0).

VOTE REQUIRED: Majority

Summary: This article allows Town Meeting to hear and act upon reports delivered to the Town Meeting body by Boards, Committees, Commissions, and Town Officers. Likely oral reports at Town Meeting include:

- Stormwater Task Force
- Lunenburg Municipal Building Design Committee
- Master Plan Steering Committee

ARTICLE 2: AMENDING THE FISCAL YEAR 2026 OMNIBUS BUDGET

(Submitted by the Town Manager)

To see if the Town will vote to raise and appropriate or transfer from available funds, all sums necessary to amend the amounts voted in the FY2026 Omnibus Budget under Article 10 of the May 3, 2025 Annual Town Meeting; or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Deferred.

VOTE REQUIRED: 2/3rds if raise and appropriate and majority if transfer

Summary: This is a standing article for this special meeting to adjust the annual operating budget as warranted. A handout will be available at Town Meeting. Specific questions may be directed to the Department Head.

ARTICLE 3: AUTHORIZATION TO PAY EXPENSES FROM A PRIOR FISCAL YEAR

(Submitted by the Town Manager)

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for payment of prior year expenses; or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Deferred.

VOTE REQUIRED: 9/10^{ths}

Summary: For a variety of reasons, expenses from a prior Fiscal Year are not paid during that Fiscal Year and are not encumbered. This standard article is included on the warrant in case there are any outstanding invoices. At the time of print there is a FY25 bill from Heywood Hospital in the amount of \$266.00.

ARTICLE 4: AUTHORIZATION TO FUND SPECIAL PROJECTS

(Submitted by the Town Manager)

To see if the Town will vote to transfer from available funds a sum of money for a program of special projects as follows; or take any other action relative thereto.

Project	Sum
Stormwater Consulting	\$42,900.00

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Recommend Approval (4-1-0).

VOTE REQUIRED: Majority

Summary: The Town has been working with consultants relative to MS4 compliance and is also exploring a stormwater utility relative to the same. These funds will allow the Town to contract consultants for these professional services. The likely motion under this article will transfer the \$42,900 from unexpended prior fiscal year capital article(s).

ARTICLE 5. PUBLIC ACCESS CABLE COMMITTEE TRANSFER OF FUNDS

(Submitted by Public Access Cable Committee)

To see if the Town will vote to transfer the sum of \$35,271 from Retained Earnings of the PEG Access and Cable Related Enterprise Fund to fund the FY26 PEG Access and Cable Related Enterprise operating and capital budgets; or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Recommend Approval (5-0-0).

VOTE REQUIRED: Majority

Summary: At the 2025 Annual Town Meeting, \$31,271.00 was included in the operating budget for PACC. At the time, the Enterprise Fund had not been certified as Retained Earnings by the State. Now that the Retained Earnings are certified, the sum of \$31,271.00 can be transferred to PAC,

plus an additional \$4,000 to cover additional videographer hours. The monies previously appropriated to PACC from the General Fund will be unspent and later certified as Free Cash.

ARTICLE 6. CEMETERY COMMISSION TRANSFER OF FUNDS

(Submitted by the Cemetery Commission)

To see if the Town will vote to transfer the sum of \$10,000 from the Cemetery Sale of Lots Fund 8115 to the Capital Article Fund 3006; or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Recommend Approval (5-0-0).

VOTE REQUIRED: Majority

Summary: This article transfers funds from the Cemetery Sale of Lots Fund to the Cemetery Capital Article Fund. The Cemetery Commission intends to use these funds to cover expenses associated with headstone straightening and repair, along with other cemetery projects.

ARTICLE 7. AUTHORIZATION TO FUND A SUM OF MONEY FOR PROJECT ESTIMATORS

(Submitted by Town Manager)

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$50,000 for the engagement of one or more consultant(s) to assist with capital project estimations; or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Recommend Approval (5-0-0).

VOTE REQUIRED: 2/3rds if raise and appropriate and majority if transfer

Summary: The Facilities Directors for the Town and School, as well as the Department of Public Works Director, are responsible for preparing and submitting capital funding requests. While they can develop cost estimates based on their own expertise and using industry standards, there are occasions when the use of an outside consultant would provide a more accurate assessment of project costs. In the past, some capital projects have exceeded their original estimates; this article seeks to improve the accuracy of cost projections and reduce the likelihood of overruns. The likely motion under this article will transfer the \$50,000 from unexpended prior fiscal year capital article(s).

ARTICLE 8. ESTABLISHMENT OF A SPECIAL EDUCATION RESERVE FUND

(Submitted by the School Committee)

To see if the Town will accept the provisions of MGL Chapter 40, Section 13E, to establish a Special Education Reserve Fund to be utilized in the upcoming fiscal years, to pay, without further appropriation, for unanticipated or unbudgeted costs of special education and recovery high school programs, out-of-district tuition or transportation; or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Recommend Approval (4-1-0).

VOTE REQUIRED: Majority

Summary: This article will establish a “Special Education Reserve Fund” which will be used to support the Town’s Special Education costs. The Fund is a tool to help level the tax impact of fluctuating expenses to fund legally mandated Special Education services. These funds are used to help fund unanticipated or unbudgeted costs of special education, out of district tuition, transportation costs, and recovery high school tuition.

The balance in the Fund cannot exceed 2 percent of the annual net school spending of the School District. Funds can only be expended or transferred out from the Reserve Fund after a majority vote of the School Committee and a majority vote of the Select Board, as is specified in M.G.L. Chapter 40, Section 13E. Monies accumulated in this fund carry over from one fiscal year to another.

If established at the November 18, 2025 Special Town Meeting, funds may be transferred into the Special Education Reserve Fund at future Town Meeting(s).

ARTICLE 9. 41A PROPERTY TAX DEFERRAL

(Submitted by the Board of Assessors)

To see if the Town will vote to increase the gross receipts that seniors may have in the prior calendar year to be eligible to defer property taxes under Massachusetts General Laws, Chapter 59, Section 5, Clause 41A, from \$20,000 to 100% of the amount established annually by the Commissioner of Revenue as the income limit for single seniors who are not heads of households to qualify for the “circuit breaker” state income tax credit, so-called, for the preceding tax year, with such increase to be effective for deferrals granted for taxes assessed for fiscal years beginning on or after July 1, 2026.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Recommend Approval (5-0-0).

VOTE REQUIRED: Majority

Summary: Under Clause 41A, seniors may be able to delay payment of their property taxes. A property tax deferral does not discharge the tax obligation like an exemption. Instead, it defers payment until the senior sells the property or passes away. A deferral allows seniors to use resources that would go to pay taxes to defray living expenses instead.

Town Meeting is authorized to vote to increase the gross receipts limit from \$20,000 up to the income limit allowed for the “circuit breaker” state income tax credit for single non-head of household filers (currently \$72,000). Town Meeting in Lunenburg has previously voted to lower the interest rate on deferred taxes accrues from 8% to 4%.

ARTICLE 10. 21 MAIN STREET EASEMENT

(Submitted by Town Manager and Select Board)

To see if the Town will vote to authorize the Select Board to acquire by gift, meaning for nominal consideration, an easement, determined to be unique, through and within certain property known as and numbered 21 Main Street, Lunenburg, Massachusetts, a.k.a. Assessor's Parcel ID 060-0006-0000, situated adjacent to Town Hall, said easement being comprised of 442 square feet, more-or-less, shown as the "Permanent and Exclusive Easement 442+-S.F." on a plan of land entitled "Easement Plan in Lunenburg, Massachusetts," prepared by Dillis & Roy Civil Design Group, dated March 13, 2025, and on file with the office of the Town Clerk, for the purposes of maintaining, repairing, replacing and/or installing anew, and for the ongoing use of, the deck, ramp and walkway appurtenant to and accessing and the aforementioned Town Hall, or for incidental purposes; or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Recommend Approval (5-0-0).

VOTE REQUIRED: Majority

Summary: The ADA ramp at Town Hall encroaches onto the property at 21 Main Street. Action by Town Meeting will authorize the Select Board to obtain a permanent easement for the area of encroachment for the purposes of providing access to Town Hall.

ARTICLE 11. TRANSFER THE CARE, CUSTODY, AND CONTROL OF KIDS KINGDOM AND THE LAND IT IS ON FROM THE SCHOOL COMMITTEE TO THE SELECT BOARD

(Submitted by Town Manager and Select Board)

To see if the Town will vote to transfer the care, custody, and control of a portion of the land with the building thereon, known as Kids Kingdom, located at 1079 Massachusetts Avenue, more specifically identified in the Assessor's records as Map 60, Parcel 55, and as shown on a plan of land entitled "Approximate Parce Configurations: Passios Building and Brooks House," dated April 15, 2016 and on file with the office of the Town Clerk, from the School Committee, presently held for school purposes, to the Select Board, for general municipal purposes; or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Recommend Approval (5-0-0).

VOTE REQUIRED: 2/3rds

Summary: The Connor Lourens Memorial Playground, or Kids Kingdom, has been a special part of the community for nearly twenty years, built as a memorial to Lunenburg resident Connor Lourens who tragically passed at age seven. The playground continues to hold deep sentimental value for many families and has been enjoyed by many generations of Lunenburg children.

At the 2016 Annual Town Meeting, voters transferred the TC Passios Elementary School and the Brooks House from the School Committee to the Select Board, while the School Committee retained care, custody, and control of the Kids Kingdom parcel.

In 2025, Town Meeting authorized funding for the design of additional parking to support the Adult Activity Center. While the Town has not yet engaged a designer, it has been suggested that the new parking configuration may need to expand into the area where Kids Kingdom currently sits.

This transfer does not represent a decision to definitively relocate Kids Kingdom and that decision will only be made after substantial opportunity for public input. This is an administrative step that enables the Town to continue studying how best to meet both the needs of our senior population and the community's desire to preserve the legacy and purpose of Kids Kingdom in a thoughtful and respectful manner.

ARTICLE 12. NOTICE OF TOWN MEETING

(Submitted by Town Manager and Select Board)

To see if the Town will vote to amend the Code of Lunenburg, Chapter 81, entitled "Town Meetings," Subsection 1, entitled "Warrants," by making certain deletions (in strikethrough) and additions (in bold italic) as follows:

§81-1 Warrants

A. Warrants for all Town Meetings shall be served by posting attested copies thereof in four or more public places in the Town, 14 days, at least, before the day appointed for said meeting, one in each Precinct:

- (1) Precinct A: Town Hall, 17 Main Street.
- (2) Precinct B: Whalom Variety Store, 423 Electric Avenue in the Whalom-Bakerville District.
- (3) Precinct C: Powell Stone & Gravel Co. Inc., 225 Leominster-Shirley Road.
- (4) Precinct D: JAXX Country Variety, 1383 Massachusetts Avenue.

B. The warrant for any Town Meeting, with report and recommendation of the Finance Committee (required by Chapter 12, Article I, § 12-2, of these bylaws), *together with the warrant for the Annual Town Election shall be posted to the Town website and available at Town Hall mailed by the Select Board to each dwelling unit in the Town in which a registered voter resides*, at least 14 days prior to such meeting. ~~The warrant for the Annual Town Election shall be included in the mailing for the Annual Town Meeting. The Select Board shall cause a notification of the date of Town Meeting and availability of the Warrant to be mailed to each dwelling in the Town in which a registered voter resides at least 14 days prior to such meeting.~~

Or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Recommend Approval (5-0-0).

VOTE REQUIRED: Majority

Summary: The Town currently mails the warrant booklet to every household in which a registered voters reside. This mailing has a substantial cost for both the printing of the booklets and the mailing itself. This amendment would allow notice of a Town Meeting, in the form or a letter or postcard, to be mailed to each household at a much lower cost. The printing of the booklet also causes time constraints for staff and Boards and Committees.

ARTICLE 13. MBTA ZONING ACT COMPLIANCE

(Submitted by Planning Board)

To see if the Town will vote to amend the Code of Lunenburg, Chapter 250, being the Town's "Protective Bylaw," so as to bring it into compliance with the MBTA Communities Act, being M.G.L. Chapter 40A, Section 3A, by adding a new Section 4.19 thereto, entitled "Multi-family Overlay District," as follows:

Section 250-4.19 Multi-family Overlay District.

A. Purpose

The purpose of the Multi-family Overlay District (MOD) is to allow multi-family housing at a density of 26.1 units per acre as of right per Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

1. Promote public health, safety and welfare by encouraging the production of various housing sizes and types to provide equal access to new housing throughout the community to meet the various needs for people and households of all incomes, ages and sizes.
2. Preserve open space in a community by locating new housing within or adjacent to existing developed areas and infrastructure.
3. Increase the municipal tax base through private investment in new residential developments.

B. Establishment and Applicability

This MOD is an overlay district superimposed over the underlying zoning district and is shown on the Zoning Map.

1. Underlying Zoning. The MOD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right in the MOD. Uses not identified in Section 250-4.19 are governed by the underlying zoning district(s) requirements.
2. Density Protection. The Planning Board shall have the authority to modify any conflicting dimensional or design standards imposed by other sections of the zoning by-law if such standards would result in a reduction of the base density of 26.1 units per acre for multifamily housing within the MOD.

C. Definitions.

For Section 250-4.19, the following definitions shall apply. See Section 250-2 of the Zoning By-laws for all other definitions.

1. Affordable unit. A multi-family housing unit that is subject to a use restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.

2. Affordable housing. Housing that contains Affordable Units eligible for listing in the EOHLC's Subsidized Housing Inventory.
3. Applicant. A person, business, or organization that applies for a building permit, Site Plan Review, or Special Permit.
4. Area Median Income (AMI). The median family income for the Fitchburg-Leominster, MA statistical region includes the Town of Lunenburg as defined by the U.S. Department of Housing and Urban Development (HUD).
5. As of right. Development that may proceed under the Zoning in place at the time of application without needing a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.
6. Building coverage. The maximum area of the lot can be attributed to the footprint of the buildings (principal and accessory) on that lot. Building Coverage does not include surface parking.
7. Compliance Regulations. Compliance Regulations for Multi-Family Zoning Districts Under Section 3A of the Zoning Act as further revised or amended from time to time - see 760 CMR 72.00: MULTI-FAMILY ZONING REQUIREMENT FOR MBTA COMMUNITIES.
8. EOHLC. The Executive Office of Housing and Livable Communities (formerly Department of Housing and Community Development, also known as DHCD) or any successor agency.
9. Development standards. Provisions of Section 250-4.19.G. General Development Standards made applicable to projects within the MOD.
10. MBTA. Massachusetts Bay Transportation Authority.
11. Multi-family housing. A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.
12. Multi-family zoning district. A zoning district, either a base district or an overlay district, in which multi-family housing is allowed as of right.
13. Open space. Contiguous undeveloped land within a parcel boundary.
14. Parking, structure. A building used for the storage of motor vehicles in two or more tiers or levels. Parking Structure does not include underground parking.
15. Parking, surface. One or more parking spaces without a built structure above the space. A solar panel designed to be installed above a surface parking space does not count as a built structure for this definition.
16. Residential dwelling unit. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.
17. Section 3A. Section 3A of Chapter 40A of the Massachusetts General Laws.

18. Site plan review authority. The Planning Board is responsible for Site Plan Approval within the MOD.

19. Special permit granting authority. The Special Permit Granting Authority shall be the Zoning Board of Appeals for the issuance of special permits in the MOD.

20. Subsidized Housing Inventory (SHI). A list of qualified Affordable Housing Units maintained by the Executive Office of Housing and Livable Communities (EOHLC) used to measure a community's stock of low-or moderate-income housing for M.G.L. Chapter 40B, the Comprehensive Permit Law.

D. Permitted Uses

1. Uses Permitted As of Right. The following uses are permitted as of right within the MOD: Multi-family housing, up to 26.1 units per acre. See Section 4 of the Zoning By-laws for all other uses allowed as of right in the underlying zones.

2. Accessory Uses. The following uses are considered accessory as of right to any of the permitted uses in Section 250-4.19.D.

a. Parking, including surface parking on the same lot as the principal use.

b. As of right accessory uses appropriate to the above permitted uses, per Section 3 of the Zoning By-laws for uses allowed as a right or special permit in the underlying zones.

E. Dimensional Standards

1. Dimensional Standards. Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the MOD are as follows:

Minimum Front Yard: 40 feet

Minimum Side Yard: 25 feet

Minimum Rear Yard: 25 feet

Maximum Height: 38 feet

Minimum Open Space: At least 10% of the total site area shall be devoted to open space; required setbacks shall be considered as part of the total area required for open space. The required open space shall not be used for parking or loading purposes and shall be open and unobstructed to the sky. Items such as benches, walkways, planters, landscaping, kiosks, gazebos and similar structures shall not be considered obstructions.

2. Multi-Building Lots. In the MOD, lots may have more than one principal building.

3. Exceptions. The limitation on height of buildings shall not apply to chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than 25% of the ground floor area of the building.

F. Off-Street Parking

Multifamily development in the MOD shall provide two parking spaces per dwelling unit. Stand-alone Parking Structures are prohibited.

G. General Development Standards

1. Development standards in the MOD are applicable to all multi-family and mixed-use development. These standards are components of the Site Plan Review process in Section 250-4.19.J. Site Plan Review.

2. Site Design.

a. Connections. Sidewalks shall provide direct connections among building entrances, the public sidewalk (if applicable), bicycle storage, and parking.

b. Vehicular Access. Where feasible, curb cuts shall be minimized, and shared driveways encouraged.

c. Screening for Parking. Surface parking adjacent to a public sidewalk shall be screened by a landscaped buffer of sufficient width to allow the healthy establishment of trees, shrubs, and perennials, but no less than 6 (six) feet. The buffer may include a fence or wall of no more than three feet in height unless there is a significant grade change between the parking and the sidewalk.

d. Parking Materials. The parking surface may be concrete, asphalt, decomposed granite, bricks, or pavers, including pervious materials but not including grass or soil not contained within a paver or other structure. Pervious materials are encouraged.

e. Open Space and Plantings. Plantings shall include species that are native or adapted to the region. Plants on the Massachusetts Prohibited Plant List, as may be amended, shall be prohibited.

f. Lighting. All exterior lighting shall be Dark Sky-compliant, employing fully shielded, full-cutoff LED luminaires and meeting current Illuminating Engineering Society (IES) design recommendations for the intended use; fixtures shall be mounted and aimed to prevent glare, light trespass onto adjoining properties, and skylight, and shall utilize controls (timers, dimming and/or motion sensors) to reduce illumination outside operating hours.

g. Mechanicals. Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened if visible from a public right-of-way.

h. Dumpsters. Outdoor dumpsters will be enclosed on all sides by a building, fence, and/or wall that has a landscaping buffer on at least 2 of the non-gated sides.

i. Stormwater Management. Strategies that demonstrate compliance of the construction activities and the proposed project with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, the Town's Stormwater Bylaw, as amended, and, if applicable, additional requirements under the Town of Lunenburg MS4 permit.

3. Buildings: Multiple Buildings on a Lot.

- a. Parking and circulation on the site shall be organized to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way. The minimum horizontal distance between any two curb cuts on the same lot shall be no less than 100 feet.
- b. A paved pedestrian network shall connect parking to the entries to all buildings and the buildings to each other and all walkways and connections shall meet accessibility standards.
- c. The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials. The relationship of the buildings to the site, including the siting of buildings, structures and open spaces, shall be designed to permit passive solar energy and to permit maximum protection of pedestrian areas from adverse impact of winds, vapors or other emissions, shadows and/or noise. The minimum horizontal distance between any two principal buildings on the same lot shall be no less than 40 feet.
- d. The building(s) adjacent to the public street shall have a pedestrian entry facing the public street.

4. Buildings: Shared Outdoor Space. Multi-family housing shall have common outdoor space that all residents can access. Such space may be in any combination of the courtyard, rooftop, or terrace.

5. Buildings: Principal Façade and Parking. Parking shall be subordinate in design and location to the principal building façade while minimizing the extent of impervious surface. Vehicular parking spaces and garage doors shall be located behind the primary plane of the principal building façade.

- a. Surface Parking. Surface parking shall be located at the rear or side of the principal building. For the purposes of this section, a side location must be behind the primary plane of the principal building façade and must be screened from the public right-of-way by landscaping or fencing. Parking shall not be located in the required front setback between the building and any lot line adjacent to the public right-of-way.
- b. Integrated Garages. Garage doors for residential units are prohibited on any principal façade that faces a public street. Integrated garages are permitted on a side or rear façade, including garage doors for ramps to underground parking.

6. Waivers. Upon the request of the Applicant and subject to compliance with the Compliance Regulations, the Site Plan Review Authority may waive the requirements of this Section 250-4.19.G. General Development Standards.,

H. Affordability Requirements.

1. Purpose.
 - a. Promote the public health, safety, and welfare by encouraging a diversity of housing opportunities for people of different income levels;

J. Site Plan Review

1. Applicability. Site Plan Review is required for any multifamily projects in the MOD. An application for Site Plan Review shall be reviewed by the Planning Board for consistency with the purpose and intent of this Section.

2. Submission Requirements. As part of any application for Site Plan Review for a project within the MOD submitted under this Section, the Applicant must submit the following documents:

- a.** Application and fee for Site Plan Review.
- b.** Site plans that show the position of the building on the site, points of vehicular access to and from the site and vehicular circulation on the site, stormwater management, utilities, and landscape treatments, including any screening of adjacent properties, and other information commonly required by Lunenburg for Site Plan Review.
- c.** Elevations of the building(s) showing the architectural design of the building.
- d.** All site plans shall be prepared by a certified architect, landscape architect, and a registered professional engineer registered in the Commonwealth of Massachusetts. A certified landscape architect registered in the Commonwealth of Massachusetts shall prepare all landscape plans. A certified architect registered in the Commonwealth of Massachusetts shall prepare all building elevations. All plans shall be signed and stamped, and drawings prepared at a scale of one-inch equals forty feet (1"=40') or larger, or at a scale as approved in advance by the Permitting Authority.

3. Site Plan Approval. Site Plan approval for uses listed in Section 250-4.19.D. Permitted Uses shall be granted upon the determination by the Planning Board that the following conditions have been satisfied. The Site Plan Review Authority may impose reasonable conditions, at the applicant's expense, to ensure that these conditions have been satisfied.

- a.** The Applicant has submitted the required fees and information as outlined in Lunenburg's requirements for a Building Permit and Site Plan Review
- b.** The project described in the application meets the development standards outlined in Section 250-4.19.G. General Development Standards.

4. Project Phasing. An Applicant may propose, in a Site Plan Review submission, that a project be developed in phases subject to the approval of the Site Plan Review Authority, provided that the submission shows the full buildout of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of Section 250-4.19.H. Affordability Requirements.

K. Severability.

If any provision of this Section 250-4.19 is found to be invalid by a court of competent jurisdiction, the remainder of Section 250-4.19 shall not be affected but shall remain in full force. The invalidity of any provision of this Section 250-4.19 shall not affect the validity of the remainder of Lunenburg's Zoning.

Or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Deferred.

VOTE REQUIRED: Majority

Summary: The town of Lunenburg, along with 176 other designated “MBTA Communities”, is subject to the new requirements under Section 3A of the Massachusetts Zoning Act. The state law mandates that MBTA Communities have a zoning ordinance or bylaw that provides for at least one district of reasonable size in which multi-family housing is permitted as of right, is suitable for families and children (no age restrictions), and has a minimum gross density of 15 units per acre. Communities that fail to comply with the new law will not be eligible for funds from various State funding sources including the Housing Choice Initiative, the Local Capital Projects Fund, and the MassWorks infrastructure program. More information can be found on the Planning Board page, under “MBTA Communities Zoning Information” at www.lunenburgma.gov.

ARTICLE 14. REMOVING BITUMINOUS CONCRETE REQUIREMENT FROM COMMON DRIVEWAYS

(Submitted by Planning Board)

To see if the Town will vote to amend the Code of Lunenburg, Chapter 250, being the Town’s “Protective Bylaw,” Section 6.4, entitled “Driveways and Entrances,” Subsection C(7)(c)(6), with deletions therefrom shown as stricken-through, as follows:

[6] The common driveway will be constructed of materials resistant to erosion and frost heaving and sufficient to support an axle load of 34,000 pounds under all weather conditions.
~~The common driveway will be paved with a 3 inch minimum thickness layer of bituminous concrete.~~

Or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Deferred.

VOTE REQUIRED: 2/3rds

Summary: This article removes the requirement that common driveways be paved with concrete, providing the Planning Board flexibility to approve common drives constructed from appropriate alternate materials.

ARTICLE 15. AMENDMENTS TO THE SALARY ADMINISTRATIVE PLAN (SAP) POSITION TITLES/GRADES

(Submitted by the Assistant Town Manager/Human Resources Director)

To see if the Town will vote to amend the Code of Lunenburg, Chapter 70, Schedule A, entitled “Salary Administration Plan,” as follows: that the position of “Conservation Agent” be added and assigned to Grade 13; that the title of “Land Use Director” be amended to “Director of Planning and Economic Development”; and that the title of “Special Assistant to the Assessor- Temporary****”; and that the

following language shall be added at the end thereof, “***** *provided that the other terms and conditions of employment for said position shall be subject to an Employment Contract in accordance with Section 70-30*”; or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Recommend Approval (5-0-0).

VOTE REQUIRED: Majority

Summary: This article places the position of Conservation Agent on the Classification and Salary Schedule and changes the title of Land Use Director to Director of Planning and Economic Development. This article also creates the position of Special Assistant to the Assessor- Temporary. The Board of Assessors have received directives from the Department of Revenue (DOR) to complete prior to the next full re-evaluation in 2029. One of the directives is to “review all residential neighborhood delineations in accordance with indicated land value and adjust them as needed prior to the next certification. Consideration should be given to conducting a neighborhood study for all residential parcels and market areas. Neighborhood 3 and the waterfront neighborhoods will need to be annually reviewed and refined by the Assessors”. This Special Assistant will assist the Town in working towards compliance with the DOR directives.

ARTICLE 16. SALARY ADMINISTRATIVE PLAN (SAP) AMENDMENTS- CHANGES OTHER THAN THE PERSONNEL COMMITTEE

(Submitted by the Town Manager and Assistant Town Manager/Human Resources Director)

To see if the Town will vote to amend the Code of Lunenburg, Chapter 70, entitled “Salary Administration Plan,” as shown on a document entitled “November 18, 2025 Special Town Meeting, Article 16, SAP Amendments Relative to So Called “Fringe” Benefits, or “Indirect Pay” Provisions, such as Holidays and Vacations with Pay, Sick Leave, and the Like ” dated October 27, 2025, on file with the office of the Town Clerk, with additions thereto shown as bold, italicized text and with deletions therefrom shown as bold and stricken-through; or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Recommend Approval (5-0-0).

VOTE REQUIRED: Majority

Summary: The Select Board and Town Manager jointly established a FY26 goal on the Employee Experience. Part of that goal is to review the SAP and draft amendments relative to the same, including those that modernize the bylaw and aid in the recruitment and retention of Town employees to present the initial modifications at the Special Town Meeting. This article seeks to accomplish that goal. This article also clarifies language of the SAP. Handouts on this Article will be available at Town Meeting.

ARTICLE 17. SALARY ADMINISTRATIVE PLAN (SAP) AMENDMENTS- PERSONNEL COMMITTEE

(Submitted by the Town Manager and Assistant Town Manager/Human Resources Director)

To see if the Town will vote to amend the Code of Lunenburg, Chapter 70, entitled “Salary Administration Plan,” as shown on a document entitled “November 18, 2025 Special Town Meeting, Article 17, Personnel

Committee" dated October 27, 2025, on file with the office of the Town Clerk, with additions thereto shown as bold, italicized text and with deletions therefrom shown as bold and stricken-through; or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: Deferred.

SELECT BOARD RECOMMENDATION: Recommend Approval (4-1-0).

VOTE REQUIRED: Majority

Summary: Across the Commonwealth, towns are sun-setting "Personnel Boards/Committees" and consolidating HR authority under a professional management and HR staff. This shift improves compliance, speed, reduces fragmentation, clarifies accountability, and aligns with modern labor law and risk management. There has been sustained action in this area, rather than a one-off trend. Financial reviews by the Division of Local Services (DLS) routinely flag Personnel Boards/Committees as a duplicative and unnecessary bureaucratic layer and DLS has commented that towns are ultimately "best served (by) having a professional manager who can develop and oversee a full-time, structured personnel management program, and this approach recognizes the growing importance of and risks inherent in personnel issues." Handouts on this Article will be available at Town Meeting.

And you are directed to serve this Warrant by posting attested copies thereof in four or more public places in the Town, fourteen (14) days at least before the day appointed for said meeting, one of which places shall be the Town Hall, one at Baker's Whalom Variety in the Whalom-Bakerville District, one at Powell's and one at Jaxx Country Variety, and by mailing a copy to each dwelling unit in the Town in which a registered voter resides at least fourteen (14) days prior to such meeting. Hereof, fail not and make due return of this Warrant, with your doings thereon, to the Town Clerk at the time and place aforesaid.

Given under our hands this 24th day of October in the year Two Thousand and Twenty-Five.

A true copy, Attest:

Kathryn M. Herrick, Town Clerk

LUNENBURG SELECT BOARD

Caesar Nuzzolo, Chair

Amanda Moore, Vice Chair

Renee Emkey, Clerk

Brian Lehtinen, Member

Glenn McLeod, Member