



Planning Board – Town of Spencer

Minutes

Planning Board Meeting

Tuesday, October 05, 2021, at 7:00 PM

McCourt Social Hall, 157 Main Street Spencer, MA 01562

Memorial Town Hall- **Remote and in person meeting**

Planning Board Members Present: Chair Jonathan Viner (in-person), Vice Chair Jeff Butensky (in-person), Maria Reed (remote), Paul Gleason (in-person), and Robert Ceppi (remote)

Planning Board Members Absent: None

Staff Present in-person: Todd Miller, Town Planner (in-person) and Monica Santerre-Gervais, ODIS Senior Clerk (remote)

Staff Absent: None

1. Mr. Viner opened the meeting at 7:04 pm

2. Approval of Minutes: 9/7/2021 Special Meeting, 9/7/2021 Regular Meeting, and 9/21/2021

- **9/7/2021 Special Meeting**

Ms. Reed mentioned the edit on page 2, should be “meeting” not “meting.”

MOTION: Mr. Butensky motioned to approve the minutes for the special meeting on 9/7/2021 with discussed edit.

SECOND: Mr. Gleason

DISCUSSION: None

ROLL CALL VOTE: Mr. Butensky, Mr. Ceppi, Ms. Reed, Mr. Gleason, and Mr. Viner all voted aye, and the motion was carried (vote 5-0 motion carried)

- **9/7/2021 Regular Meeting**

Ms. Reed mentioned the edit on page 2, a word with just an “n” that should be changed to “at.”

MOTION: Mr. Butensky motioned to approve the minutes for the meeting on 9/7/2021 with discussed edit

SECOND: Ms. Reed

DISCUSSION: None

ROLL CALL VOTE: Mr. Butensky, Mr. Ceppi, Ms. Reed, Mr. Gleason, and Mr. Viner all voted aye, and the motion was carried (vote 5-0 motion carried)

- **9/21/2021**

MOTION: Mr. Butensky motioned to approve the minutes for 9/21/2021 as submitted.

SECOND: Mr. Viner

DISCUSSION: None

ROLL CALL VOTE: Mr. Butensky, Mr. Ceppi, Ms. Reed, Mr. Gleason, and Mr. Viner all voted aye, and the motion was carried (vote 5-0 motion carried)

3. Discussion: Board Policies and Procedures.

Mr. Butensky discussed his Board Policy Discussion-Draft 3, dated 9/30/2021. Mr. Butensky reviewed Phase 1: basic board operations, board structure-looking for an alternate member and a “clerk” volunteer, site visits, communications, readvertising- applicant to pay for readvertising fees and abutter notices after 6 months or at the Planning Boards discretion, and public records. Additionally, Mr. Butensky reviewed Phase 2: Planning Board Revolving Account-review audit again, review fee schedule, raise revolving fund cap, and Master Plan; Asbuilts and certificate of completions- review Conservation signature page to possibly add to Certificate of Decisions; ANR Plans- email plans before Town Clerk Stamp to check requirements are being met. Also, there was a list of future topics for the next phase.

4. Review & Act: Revolving Account

The Planning Board to receive the Planning Board Revolving Account transaction document before policy meetings and discussed raising the Planning Board Revolving fund cap to \$100,000.

MOTION: Mr. Viner motioned to request the Board of Selectmen place a warrant at the Town Meeting to increase the Planning Board cap to \$100,000.00.

SECOND: Mr. Gleason

DISCUSSION: None

ROLL CALL VOTE: Mr. Butensky, Mr. Ceppi, Ms. Reed, Mr. Gleason, and Mr. Viner all voted aye, and the motion was carried (vote 5-0 motion carried)

5. Town Planner Report

Mr. Miller discussed the Solar Bylaw revisions will be a warrant at the Town Meeting and the Housing Production Plan.

6. General Board Discussion/ Board Liaison Reports

Mr. Viner stated he raised the issue with the Board of Selectmen regarding Certificate of Occupancy issued by the Building Inspector before the Certificate of Completion and a meeting will be scheduled.

Property and reuse Committee Meeting scheduled for 10/7/2021 at 7:00 pm.

7. Citizen Input

Matt Defosse, 7 Paul’s Drive, commented on the Planning Board going on site visits, asked how ANR’s are tracked, discussed the BOS possibly hiring a full-time Accountant, Master Plan, meeting videos on

Spencer Cable Access, and discussed Solar Renewable Energy Credits and how they are used and tracked.

8. New Business/Adjournment

MOTION: Mr. Ceppi motioned to adjourn the meeting at 8:23 pm

SECOND: Mr. Butensky

DISCUSSION: None

ROLL CALL VOTE: Mr. Butensky, Mr. Ceppi, Ms. Reed, Mr. Gleason, and Mr. Viner all voted aye, and the motion was carried (vote 5-0 motion carried)

Submitted by Monica Santerre-Gervais, ODIS Clerk

Approved by the Planning Board on: 10/19/2021

List of Documents used on October 05, 2021.

Items sent to Planning Board prior to Meeting by email:

- Agenda
- Draft Minutes: 9/7/2021 Special Meeting, 9/7/2021 Regular Meeting, and 9/21/2021
- Planning Board Policy Discussion-Draft 3 document, dated 9/30/2021
- 2022 Planning Board Schedule

Items submitted/ brought to the Meeting:

None.