



Planning Board – Town of Spencer

Minutes

Planning Board Meeting

Tuesday, November 02, 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 7:03 pm

2. Approval of Minutes: 10/19/2021

MOTION: Mr. Butensky motioned to approve the minutes of 10/19/2021

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)

3. Discussion: Board Policies and Procedures.

Mr. Butensky discussed his Board Policy Discussion-Draft 4, dated 11/1/2021. Mr. Butensky mentioned the edits in phase 1 regarding the readvertising and combining communications. Additionally, Mr. Butensky discussed the edits in phase 2 regarding the Planning Board revolving account, asbuilts, certificates of completion, and ANR's. Mr. Viner discussed adding a spot on the applications that the applicant acknowledges site visitations by the Planning Board.

Mr. Miller mentioned the statues of ANR's, requirements of an ANR, and approving/denying ANR's. There was much discussion regarding ANR requirements and the approval process. Mr. Viner mentioned the ANR handbook and making sure the Planning Board policies mirror the state requirements. There was a brief discussion on altering the procedure to have applicants come before the Planning Board before they apply to make sure plans meet the ANR requirements but will be discussed more at next month's meeting.

4. Discussion: Stormwater Regulations

Mr. Viner put them line item on the agenda because he believes the Stormwater regulations need to be revised. Mr. Viner discussed current issues with applicants being confused as to which board/commission is the correct stormwater authority. There was discussion regarding stormwater bonds, who retains control of bonds, and enforcement. Mr. Miller said it would not make sense to have bonds separated between both the Planning Board and Conservation Commission. Mr. Gleason inquired about the stormwater reports and communications about the reports between boards and commissions. Mr. Viner said they should revise the regulations to take out and/or revise the wording for subdivision in the language. Mr. Butensky asked if the changes needed to be on a warrant for Town Meeting and Mr. Miller said no the revisions can be done in-house. Mr. Miller suggested going through the current regulations to clean up areas of confusion.

5. Discussion: Fee Schedule

Mr. Viner put this discussion on the agenda to review the current Planning Board fee schedule and make edits where necessary. Mr. Viner believes that the fee schedule should say on all line items that the applicant is responsible for abutter fee and advertising fees.

6. Review & Act: Revolving Account

GateHouse NE invoice # 0000146779 and Stonebridge Press inv # 127378 for advertisements were discussed and reviewed for payment out of the revolving account.

MOTION: Mr. Ceppi motioned to pay the invoices out of the Planning Board Revolving Fund

SECOND: Mr. Butensky

DISCUSSION: Mr. Viner asked for transaction history for next meeting

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)

7. Town Planner Report

Mr. Miller discussed the upcoming Housing Production meeting that will take place on Thursday November 4, 2021, and his ongoing everyday work duties.

8. General Board Discussion/ Board Liaison Reports

Mr. Viner briefly discussed the memo from U&F Superintendent William Cunduff dated 10/28/2021 regarding Donnelly Road Townhouse and the Project Letter from Tata & Howard dated 10/8/2021 regarding Engineering Services for Donnelly Road Townhouses. Mr. Viner said that Mr. Cunduff wants to use peer review money for a water/hydraulic study to tie into the Town of Spencer's water but feels it is an inappropriate request. This item will be discussed at the next meeting.

9. Citizen Input

Matt Defosse, 7 Paul's Drive, discussed looking up abutters on the GIS mapping on the website, overage of fees collected could be put in an excess fund to pay for things the Town of Spencer needs, appreciates the Planning Boards role and discussing the roles and procedures, discussed issues with plans from applicants not clear, and discussed the article in the New Leader by Kevin Flanders that discussed all the solar farms in Spencer. Furthermore, Mr. Defosse asked about compensation from the solar farms and the renewable credits and Mr. Miller said he would need to investigate that.

10. New Business/Adjournment

MOTION: Mr. Butensky motioned to adjourn the meeting at 8:32 pm

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)

Submitted by Monica Santerre-Gervais, ODIS Clerk

Approved by the Planning Board on: 11/16/2021

List of Documents used on November 02, 2021.

Items sent to Planning Board prior to Meeting by email:

- Agenda
- Draft Minutes:10/19/2021
- Planning Board Policy Discussion-Draft 4, dated 11/1/2021
- Spencer Stormwater Regulations, revised 5/17/16 copies with Stormwater Application
- Planning Board Fee Schedule
- Planning Board Revolving Account invoices to approve- GateHouse NE invoice # 0000146779 and Stonebridge Press inv # 127378
- Memo from U&F Superintendent William Cunduff dated 10/28/2021 regarding Donnelly Road Townhouse Project
- Letter from Tata & Howard dated 10/8/2021 regarding Engineering Services for Donnelly Road Townhouses

Items submitted/ brought to the Meeting:

None.