



Planning Board – Town of Spencer

Minutes

**Planning Board Meeting
March 7, 2023, at 7:00 pm
REMOTE & IN-PERSON**

**McCourt Social Hall, 157 Main Street Spencer, MA 01562
Memorial Town Hall**

Planning Board Members Present: Chair Robert Ceppi (in-person), Vice Chair Shirley Shiver (in-person), Charlie Bellemer (in-person), and Vaughn Slack (in-person)

Planning Board Members Absent: None

Staff Present in-person: Lauren Vivier, Town Planner/ Conservation Agent (in-person), Monica Santerre-Gervais, ODIS Senior Clerk

Staff Absent: None

1. The Chair opened the meeting at 7:00pm

2. Continued Public Hearing: Stormwater Permit – Applicant/Owners: James Burt, Location: Lot 4B Eagleton Road, Spencer Assessor's Map R38-19. The applicant is requesting a Stormwater Permit, section 4.11 of the Spencer Zoning Bylaw for a proposed single-family home with common driveway. The property is located within the Suburban Residential (SR) zoning districts.

• Discussion: Driveway Review for Lot 4b Eagleton Road (per existing Special Permit, a review is required by the Planning Board prior to U&F approval)

Ms. Vivier mentioned at the last meeting Highway Superintendent, William Cundiff, had a punch list of items that needed to be addressed. Ms. Vivier received the new plan, however, Mr. Cundiff is on vacation and has not been able to review the plan. Ms. Shiver felt this stormwater permit should be regulated by the Highway Department. Mr. Ceppi stated at the last meeting an abutter was concerned of the stormwater runoff affecting his property and that would need to be addressed. Ms. Shiver asked what triggered the stormwater permit application and Ms. Vivier said the grade and amount of disturbance. Ms. Vivier explained the stormwater permit should have been done when the Planning Board approved the rear lot subdivision. Currently, the Planning Board is the stormwater authority for this application and when the applicant went for a driveway permit it triggered this application.

Mr. Ceppi opened the public hearing to the public and there were no questions or comments.

MOTION: Ms. Shiver motioned to continue this stormwater permit public hearing until 3/21/2023

SECOND: Mr. Ceppi

DISCUSSION: None

ROLL CALL VOTE: Mr. Ceppi, Ms. Shiver, Mr. Bellemer and Mr. Slack all voted aye, (vote 4-0) motion carried.

3. As-Built Review: 36 Howe Road (Continue discussion on residential ground-mounted solar)

Ms. Vivier explained that they received the new plan, however, it had the wrong stamp and will need to continue this application until the next meeting.

4. Discussion: Draft Housing Production Plan Review (Comments from the Board)

Emily Glaubitz, CMRPC, was present remotely to discuss the draft Housing Production Plan. Ms. Glaubitz explained that the draft has been in production for one and a half years, there was a survey and public forum, and once approved the Housing Plan will be in affect for five years. Ms. Glaubitz stated this plan assesses issues with affordable housing. The Planning Board needs to review and approve the draft, and then the plan will go before the Board of Selectmen for their review and approval. Ms. Glaubitz discussed her background with CMRPC and the experience she has had creating Housing Production Plans with surrounding towns.

Mr. Ceppi mentioned that the goal for the Town of Spencer is to meet a 10% goal for affordable housing and currently the Town of Spencer is not meeting that goal, therefore, the downside is that 40B projects can come before the town and surpass the Zoning Bylaws. Mr. Ceppi asked what is needed to make the Housing Production Plan work. Ms. Glaubitz mentioned possibly implementing a cottage housing bylaw, develop smaller projects, and possible tax break incentives. Mr. Ceppi believes that the Town of Spencer has more affordable housing currently then what is projected and Ms. Glaubitz stated that it would need to be mentioned in the deed to get the affordable housing credit. Mr. Ceppi asked if CMRPC would review the Town of Spencer Zoning Bylaws to help and Ms. Glaubitz stated she can make some recommendations but reviewing all the bylaws would be too large of a job.

Additionally, Mr. Ceppi questioned the statistics for the number of farms and vacant housing units that is discussed in the Housing Plan and would like the data reviewed and make sure to use the towns data to be more accurate. Ms. Glaubitz said she would investigate the data and make revisions if needed. Mr. Ceppi stated in Table 12 of Housing Production Plan it states that Bixby Road will be expiring and asked for clarification. Ms. Glaubitz stated it could be they had a deed restriction on the length of time for affordable housing. Mr. Bellemer asked about renting of rooms in a single-family home and if each room can be counted as one affordable housing unit. Ms. Glaubitz stated she would need to review the specific definition and get back to the Planning Board.

Gary Woodbury, 219 Charlton Road, stated the Town of Spencer has low income housing now, the percent numbers are going backwards, and the Town of Spencer has no avenues to improve. There was discussion regarding hiring a person to do Housing Production Research and Ms. Vivier mentioned there may be a grant for a temporary hire.

Jeff Bridges, Town Administrator, stated that affordable housing does not mean subsidized housing, the Town of Spencer needs the tools to give owners incentives, the current sewer expansion cannot add capacity and will need to fix current lines, and the data that is reviewed for the Town of Spencer is the numbers from Housing and Urban Development (HUD).

Alan Collette, 40 Cherry Street, stated there is more parody in the housing stock, the Housing Production Plans are not working for other towns, the Town of Spencer needs Open Space Residential Development, and reaching the 10% will change the character of the town.

Matt Defosse, 7 Paul's Drive, mentioned the Housing Production plan could clarify what affordable housing means and the formulas used. Additionally, Mr. Defosse stated the numbers used in this plan should not come from 2010 and need to get more recent numbers.

This discussion was continued until 4/4/2023.

5. Discussion: Floodplain Bylaw (Review Final DCR Comments)

Ms. Vivier explained that the changes for the Floodplain Bylaw came directly from Department of Conservation and Recreation (DCR). The DCR reviewed our bylaws and made the necessary changes that reflect the States requirements. Ms. Vivier mentioned that on page 8.I. is a requirement for a designated Administrator and the Planning Board agreed it should be the Town Planner/Conservation Agent.

MOTION: Ms. Shiver motioned to refer the Floodplain Bylaw changes to the Board of Selectmen for review

SECOND: Mr. Slack

DISCUSSION: None

ROLL CALL VOTE: Mr. Ceppi, Ms. Shiver, Mr. Bellemer and Mr. Slack all voted aye, (vote 4-0) motion carried.

6. Discussion: Board Organization (Appointment of Vice Chair and Specially Designated Chair)

Mr. Bellemer nominated Ms. Shiver for Vice Chair, Ms. Shiver accepted the nomination, roll call vote Mr. Ceppi, Ms. Shiver, Mr. Bellemer and Mr. Slack all voted aye, (vote 4-0) motion carried.

Ms. Shiver nominated Mr. Bellemer to be specially designated chair, Mr. Bellemer accepted the nomination, roll call vote Mr. Ceppi, Ms. Shiver, Mr. Bellemer and Mr. Slack all voted aye, (vote 4-0) motion carried.

7. Discussion: Board Policies and Procedures

Ms. Vivier reviewed with the Planning Board the Board Policies and Procedures document. Discussed for editing included, minutes, voting remotely, alternate members, clarity on committees, members, and non-members, language regarding the Master Plan, violation of open meeting law, use of social media, and citizens discussion. Ms. Vivier will make the necessary edits and will discuss at a later meeting.

8. Planning Board Revolving Account-Invoice Approval

Mr. Ceppi approved and signed the voucher for payment to the Spencer New Leader from the Planning Board Revolving Account for the advertisement for 4b Eagleton Stormwater application.

9. Town Planner Report

Reviewed by Ms. Vivier:

- North Brookfield Solar resubmission for site plan review and stormwater permit received 3/7/2023.
- David Prouty High School submission for site plan review, special permit, and stormwater permit received 3/7/2023.
- Charlton Road/Bacon Hill subdivision updated plans and drainage report received 3/7/2023.
- Ash Street subdivision has not submitted any new documents.
- Conflict of Ethics training due from members.
- Master Plan Committee had their first meeting on 3/6/2023, there were challenges with Zoom, the meetings are broadcasted by Spencer Cable Access, and officers were appointed.
- The Attorney Generals office requested an extension for reviewing the bylaw amendments from 2022.

10. General Board Discussion & Board Liaison Reports

Mr. Ceppi mentioned he attended the recent BOS meeting as a citizen to discuss why the members did not accept the recommendations from the Planning Board to include all the volunteers for the Master Plan Committee. Ralph Hicks, BOS Member, came to the podium as a citizen and discussed why two members were not chosen.

11. Citizen Input

Matt Defosse, 7 Paul's drive, felt having a small committee to randomly review the Masterplan to be proactive was a good idea, mentioned citizens should have the right to speak and their input hasn't been a problem. Additionally, Mr. Defosse expressed his gratitude for the Planning Board and staff for their hard work.

12. Approval of Minutes 2/21/2023

MOTION: Ms. Shiver motioned to approve the minutes for 2/21/2023 as submitted.

SECONDED: Mr. Bellemer

DISCUSSION: NONE

VOTE: Mr. Ceppi, Ms. Shiver, Mr. Bellemer and Mr. Slack all voted aye, (vote 4-0) motion carried.

13. New Business/Adjournment

MOTION: Ms. Shiver motioned to adjourn the meeting at 9:30pm

SECONDED: Mr. Bellemer

DISCUSSION: None

VOTE: Mr. Ceppi, Ms. Shiver, Mr. Bellemer and Mr. Slack all voted aye, (vote 4-0)
motion carried.

Submitted by Monica Santerre-Gervais, ODIS Senior Clerk

Approved by the Planning Board on: 3/21/2023

List of Documents used on March 07, 2023

Items sent to Planning Board prior to Meeting by email:

- Agenda
- Memo from Town Planner
- Draft minutes from 2/21/2023
- Updated FEMA Guidelines
- Draft Housing Production Plan

Items submitted/ brought to the Meeting:

- None