



## Planning Board – Town of Spencer

### *Minutes*

#### Planning Board Meeting

**Tuesday, August 20, 2019 at 7:00 PM**

Conference Room A, 157 Main Street Spencer, MA 01562  
Memorial Town Hall

Planning Board Members Present: Chair Jonathan Viner, Vice Chair Jeff Butensky, Robert Ceppi, Shirley Shiver and Maria Reed

Planning Board Members Absent:

Staff Present: Paul Dell'Aquila, Town Planner and Monica Santerre-Gervais, ODIS Senior Clerk

Staff Absent: None

#### **1. Mr. Viner opened the meeting at 7:05 pm**

#### **2.) Minutes:**

- **May 21, 2019**

**MOTION: Ms. Shiver motioned to approve the minutes as written for 5/21/2019**

**SECOND: Mr. Viner**

**DISCUSSION: None**

**VOTE: 4-0**

- **July 16, 2019**

**MOTION: Ms. Shiver motioned to accept the minutes as written**

**SECOND: Ms. Reed**

**DISCUSSION: None**

**VOTE: 4-0 (Mr. Ceppi was not present for the July 16, 2019 meeting)**

**3. Continued Major Site Plan Review/ Special Permit: Sunpin Solar Development, LLC; Owner: Peter and Carol Gaucher, Location: 22 Norcross Road; Spencer Assessor's Map R40-07. The applicant is requesting a Major Site Plan Review under Section 7.4 and Special Permit under Section 7.2 of the Spencer Zoning Bylaw Zoning to install a Solar Farm. The property is located within the Rural Residential zoning district.**

Mr. Dell'Aquila reviewed with the members that at the last three meetings, the applicant asked for, and was granted, continuances. Mr. Dell'Aquila received an email from Drew Vardakis from wood/AMEC that they would be meeting with the homeowner soon. Mr. Dell'Aquila's recommended warranting the new request for a continuance but said the board has the discretion to request the applicant withdrawal without prejudice and reapply. Ms. Shiver asked if they are meeting with the owner how soon the applicant would have updated plans. Mr. Dell'Aquila didn't know what types of changes but there might be substantial modifications. Ms. Shiver

stated that if they need to survey it would take longer and they should ask for a draft plan. Mr. Viner questioned who had been absent for these meetings and if they have sufficient quorum. Mr. Dell'Aquila said Mr. Ceppi missed two meetings and if he listens to the minutes they would have quorum. Mr. Viner feels that depending on the proposed changes the applicant will need to withdrawal and resubmit. Mr. Butensky asked if the Planning Board could waive the fee and Mr. Dell'Aquila stated he would look into that. Mr. Dell'Aquila said he will request the applicant to attend the next meeting with a draft plan. Mr. Viner wanted clarity on opening to the public and Mr. Dell'Aquila said it was the Chairs discretion.

Mr. Viner opened the hearing to the public and there were not public comments.

**MOTION: Mr. Butensky motioned to continue the public hearing until September 17, 2019 contingent on**

**SECOND: Mr. Ceppi**

**DISCUSSION: None**

**VOTE: 5-0**

**4. Continued Public Hearing – Amendment to an approved definitive subdivision plan – Sunset Holmes, Applicant/Owner: James Laney/ 123 KIDS, LLC, Location: Sunset and Holmes Street off of Greenville Road, Spencer (Assessors Map U06-117-1, U06-117-2 & U06-152). This subdivision plan was originally approved by the Planning Board on December 6, 2005**

Mr. Dell'Aquila stated that he and Utilities and Facilities have not heard anything from Mr. Laney. The Planning Board continued the hearing last meeting with the request of a peer review for the bond amount, which, was completed by Lenard Engineering. Mr. Dell'Aquila forwarded the third party review to Highway Superintendent, Billy Krukowski, and he said the estimates were okay and Town Council expressed that it is at the board's discretion to choose which estimate to request from the applicant. Mr. Viner asked if Town Council weighed in on rescinding the subdivision and Mr. Dell'Aquila commented that the applicant doesn't own enough property in Spencer to put a lien on his property. Ms. Shiver asked if the solar land was leased or owned and Mr. Dell'Aquila said the solar land was sold to ZPT. Mr. Viner felt that option 1, \$255,372.00, is a minimum and could be expanded on. Mr. Ceppi asked if the estimates were based on prevailing wage rates and Mr. Dell'Aquila said yes. Ms. Shiver agrees to request option 1 of the applicant and Mr. Viner supports option 1 too. Mr. Dell'Aquila stated that if Mr. Laney had the money than the project would most likely be done and the board should be ready that Mr. Laney may not get the bond or respond. Mr. Viner said they need to go through this step in order to form the next step.

Mr. Viner opened the hearing to the public and there were no comment.

**MOTION: Ms. Shiver motioned to hold the applicant accountable for a bond of \$255,372.00 to finish the road on Holmes Street**

**SECOND: Mr. Butensky**

**DISCUSSION: Mr. Viner clarified Ms. Shiver's motion**

**AMENDED MOTION: Ms. Shiver amended her motion to include Town Council to prepare and send the letter to request the bond from Mr. Laney**

**SECOND: Mr. Butensky**

**VOTE: 5-0**

**MOTION: Ms. Shiver motioned to continue the hearing until 9/17/2019**

**SECOND: Mr. Ceppi**

**DISCUSSION: Mr. Butensky asked why they are continuing the hearing and it is so they don't need to re-advertise if further action is required**

**VOTE: 5-0**

**5. Public Hearing: Special Permit- Applicant: NVEnergy, LLC, Owner: Chris Dodge/ Sambra Redick, Location 138 Wilson Street; Spencer Assessor's Map U17-7-2. The applicant is requesting a Special Permit for a small scale ground mounted solar array under Sections 4.8.9 of the Spencer Zoning Bylaw. The property is located within the Suburban Residential zoning district.**

Mr. Dell'Aquila explained that the applicant is requesting a Special Permit for a Small Scale Solar Array under Sections 4.8.9 (Solar Photovoltaic Generating Installations) and 7.2 (Special Permit) of the Spencer Zoning Bylaw. The property is located within the Suburban Residential (SR) zoning district. According to the application, the applicant is proposing to install two racks of 16 solar panels (total of 12.48 kW DC), which will provide power and cover 100% of the property's owner's electric bill. Mr. Dell'Aquila stated that after running down the list of required documents, the application materials appear to be in order and no waivers are being requested; No proposed hours of operation or construction delivery route was provided, but it is my assessment that those are not necessary for a small ground-mounted array serving a single family home. Further, no acoustic study was provided, nor was an O & M Plan or a Decommissioning Plan provided either, but again, I do not think those are warranted for this type of solar project. Also, the project complies with the setback requirements (25' front, 15' side and rear) as it is set back 20' from the property line. Lastly, given the proposed location on the property, there should not be any visual impacts to adjacent properties or from Wilson Street.

Andrew Pluta, NVEnergy LLC, was present and added that the racking system is not invasive, not much digging, and it is easy to decommission. Mr. Viner asked if the inverter was in the home and Mr. Pluta said they are on the back of each panel and generate no noise. Ms. Shiver asked if there would be any battery storage and Mr. Pluta said possibly in the future but it would be in the home. Ms. Shiver asked about the right of way and Chris Dodge, 138 Wilson Street, said no. Sambra Redick, 138 Wilson Street, when they closed on the home they were told that the right of way is non existing and Ms. Shiver said it still on the deed. Mr. Viner asked if the building inspector would be looking for a plot plan and Mr. Pluta said he was unsure. Ms. Said they could use the Assessors GIS map. Mr. Viner asked if this should be by right and Mr. Dell'Aquila said according to our bylaws it needs a special permit but roof mounted is by right and just needs a building permit. Mr. Ceppi asked how far from the neighbors will it be and Mr. Pluta said it will be barely visible.

Mr. Viner opened the meeting up to the public:

Marcia Tillotson, 18 Whittemore Cove, said she noticed the tree clearing and she was only concerned about the size of the array but came down to the Town of Spencer and reviewed the

plans. Ms. Tillotson asked about access and Mr. Dodge said a truck can get through and Mr. Tillotson said the right of way is gone. Mr. Pluta said they can carry the racking with hand trucks, its small with less material, and they will not drive on the property. Mr. Viner added that any modifications would need the applicant to come back for amendment and approval. Mr. Butensky asked if the system will be feeding into the grid. Mr. Pluta answered that it is a net mirroring system and you trade with the grid, it will feed into the grid, and the owner will take back from the grid. Ms. Tillotson said as long as she doesn't see it and they don't drive on property than she is ok with the project.

Matt Defosse, 7 Paul's Drive, asked if this required notification to abutters and Mr. Dell'Aquila said abutters were notified.

Mr. Dell'Aquila explained that in the packets there is a draft decision and he will amend it to reflect 12.48 kW. Mr. Ceppi asked if it would be a 2 day install and Mr. Pluta said yes. Mr. Viner asked about the rack height and Mr. Pluta said 8-9 feet. Mr. Dell'Aquila stated according the Zoning Bylaws residential is allowed up to 10 feet and non-residential up to 12 feet. Mr. Ceppi asked if the applicant cleared the area already and Mr. Dodge said yes. Mr. Viner asked if the stonewall was still there and Mr. Dodge said yes and won't be disturbed. Mr. Viner asked if the applicant would need an asbuilt for the Building Department. Ms. Redick mentioned that the pins were found during an unofficial survey. Mr. Ceppi asked if they are near any wetlands and Mr. Dodge said a small stream nearby.

**MOTION: Ms. Shiver motioned to close the discussion**

**SECOND: Mr. Ceppi**

**DISCUSSION: None**

**VOTE: 5-0**

**MOTION: Ms. Shiver motioned to approve the Special Permit with the revisions discussed for kW and to note the 9 foot rack height**

**SECOND: Mr. Butensky**

**DISCUSSION: Mr. Ceppi asked why restrict less than what is in the Zoning Bylaws and Mr. Dell'Aquila said they are not restricting they are just adding it to the description**

**VOTE: 5-0**

**6. Amendment to Stormwater Permit/Major Site Plan Extension – Applicant: ZPT Energy Solutions II, LLC; Owner: Demeter Realty Trust C/O Brendan Gove. Location: 103 N. Spencer Road, Spencer Assessor's Map R49/1/1. The property is located within the Rural Residential zoning district. The applicant is applying for an amendment to the existing site plan, originally approved July 13th, 2010, under Spencer Zoning Bylaw Section 4.3.4 (Major Utility).**

Mr. Dell'Aquila explained that the applicant is requesting an amendment to a Site Plan & Stormwater Permit for the proposed solar array at 103 North Spencer Road. The project was originally approved in 2010 before the adoption of our current solar bylaw. After a succession of owners and inactivity, the current owner applied for an extension to the previous site plan last year, which the Board granted, along with a Stormwater permit. During a preconstruction meeting held in June, the applicant notified Mr. Dell'Aquila of their desire to add battery storage to the site, as well as to relocate the equipment

pads and access road. They had requested administrative signoff, but given that we have not discussed battery storage previously, and that the changes might affect Stormwater calculations, he recommended coming in front of the board for approval. Furthermore, Mr. Dell'Aquila said that Lenard Engineering has provided a peer review of the new proposal although no new calculations or mitigation measures have been provided but a full assessment of this project still needs to be made.

Harold Reader, ZPT Energy, LLC, was present for the meeting and said they did receive a Stormwater permit and building permit. When the project originally was approved in 2010 the SMART Program didn't have a battery storage focus. They are requesting to install an equipment pad for battery storage. Currently, there is a meeting scheduled with the Fire Chief to discuss moving the equipment and installing an access road in order to have room around the panels. The equipment pad would be 8 x 40, with a conex box; the batteries are Samsung lithium and are non-hazardous. The batteries will be in cases, stacked on a racking system, and there will be a fire suppression system, and a cooling system that will only kick on to regulate temperature. Mr. Reader added that the new access road would be gravel and the Stormwater will drain to the bottom right corner of the parcel where there is a culvert.

Mr. Viner asked if the capacity will change and Mr. Reader said it will still be 2 megawatts. Ms. Shiver asked how loud the cooling system is and Mr. Reader answered that it does generate a noise similar to a home air conditioning unit and at 2 feet will project 70 decibels but can get more data from the manufacturer. Mr. Viner asked if they will be doing sound abatement/ enclosure. Mr. Reader said that the manufacturer supplies jackets for sound of A/C units. Mr. Viner asked if the inverters are in utility shed and Mr. Reader said the batteries are in the conex box. Mr. Ceppi asked if the inverters would be on the pad and Mr. Reader said yes. Mr. Dell'Aquila stated that the old bylaw there weren't acoustical regulations and the board needs to decide if by moving the pad it will be better or if it is too much of a change.

Mr. Ceppi asked where the closest house was and Mr. Reader answered with the new location of the pad 565 feet. Michael Dow, 97 North Spencer Road, asked how far his barn was and Mr. Reader estimated 600 feet but can get the exact measurement. Mr. Viner asked about clearing and cutting down trees and Mr. Reader responded that there will only be a small amount of clearing for the access road. Ms. Shiver stated that the new access road will change the Stormwater calculations and Mr. Reader said that third party reviewer said that it might. Mr. Dell'Aquila said the applicant received the peer review last week so they most likely haven't had the chance to have the additional calculations yet. Mr. Dell'Aquila said the original access road is off of Alta Crest with not much of the driveway, no perimeter drive. Mr. Reader said the new design would have two turnabouts that the fire chief recommended. Mr. Viner asked what road the frontage was off of and Mr. Reader replied North Spencer Road and Mr. Viner stated that the access would have to be off of North Spencer Road. Ms. Shiver said there can be frontage on either because it's a corner lot. Mr. Dell'Aquila stated that Utilities and Facilities was happier with the access road not being on route 31.

Mr. Ceppi asked where the connection from the power was coming from and Mr. Reader answered North Spencer Road. Mr. Ceppi asked how the power would get transmitted wither overhead wires or underground and Mr. Reader said underground then off of the poles. Mr. Ceppi said it is not shown on the plan and Ms. Shiver asked the applicant to show it on a new plan. Mr. Dell'Aquila read aloud section 5.2.2 of the Zoning Bylaw *"Frontage is measured along the right-of-way line for the street between the points of intersection of the side lot lines with the street. For corner lots, at least 80% of*

*the frontage requirement must be met on one street, and 100% of the requirement must be met on the two streets combined. However, when the two streets form an interior angle of more than 135 degrees, measured on extended lines of the rights-of-way, the entire frontage along the two streets combined shall meet the minimum frontage requirement.”* Mr. Viner asked about the setbacks being on the plan. Mr. Reader said 25 feet will be put on the plan. Mr. Viner had a concern that although moving the pad away from residents was beneficial but it would be put on a higher elevation and would like to see a cross section plan. Mr. Reader said he can provide the cross sections and noise report.

Mr. Dell'Aquila explained to the Planning Board that with this amendment then the board can possibly require and acoustical study. Mr. Ceppi asked if they were more concerned about the noise than the site and Mr. Viner said yes. Mr. Viner asked what the panel height was and Mr. Reader believed that it was 8 feet like the fence. Mr. Ceppi pointed out that the plans say 6.75 feet for the height.

Mr. Viner opened the meeting to the public:

Tatyana McCauley, 28 McCormick Road, asked how many batteries and the dimensions will be onsite and Mr. Reader said he is unsure of how many batteries there will be and the batteries units 2' x 1 ½' and only 1 conex box that is 8' x 40'. Ms. McCauley and Mr. Reader reviewed the plan and electrical equipment. Ms. McCauley asked how many conditioners would be in the conex box and Mr. Reader said two HVAC units on the backside.

Jim Sadusky, 104 North Spencer Road, likes the idea of the equipment further back but he wants to keep the road a country setting and will need to do something about the conex box. Mr. Sadusky asked the distance between the panels and Mr. Reader said 12 feet apart. Jim Sadusky mentioned he is concerned that the pipes aren't large enough for the water runoff. Mr. Reader said they would be liable for extra runoff. Jim Sadusky said he wants the proposed screening to start at 8 feet and not small trees that are 2 feet because he is across the street and will have to look at it.

Michael Dow, 97 North Spencer Road, said he attended the last meeting and how he thought the setbacks were 80 feet. Ms. Shiver stated that this plan was voted before the new solar bylaw and the setbacks were only 25 feet and Mr. Dell'Aquila said it is 55 feet front and 25 side and rear and it seems it may be 200 feet from the array. Mr. Dell'Aquila asked if the footprint would be changed and Mr. Reader said they adjusted the panels slightly for the access road but the area disturbance will not change. Mr. Viner said the storm water plan said that the report said no drainage issues but the property seems wet most of the time. Also, Mr. Viner commented that the new plan looks closer to the setbacks. Mr. Dow said he does not want to hear buzzing noise from the panels or a/c units because he has animals; also, he wants the conex box covered.

Mr. Defosse handed out a letter and handouts dated 8/20/2019 and reviewed how the amendment for the solar farm should be a new application submission and his concerns about battery storage on the property. Some major concerns Mr. Defosse mentioned was the location of the intersection on route 31, current drainage issues, Stormwater, the slope on the property, Spencer's town water supply, visual mitigation, removal of snow & parking areas, and not having enough knowledge on battery storage. In the handouts, Mr. Defosse provided the Town of Spencer's Stormwater pamphlet, the Town of Spencer's Water Quality report brochure, and an article from AP news titled "Arizona fire highlights challenges for energy storage" by Jonathan J. Cooper.

Gary Sadusky, 102 North Spencer Road, said he is concerned about water runoff with the new plan and spring flooding. Additionally, Gary Sadusky raised concerns about the batteries being maintained for safety, noise mitigation, and if the plan should be considered a new submission. Mr. Viner asked about the Stormwater permit and Mr. Dell'Aquila said they received that in August 2018. Mr. Viner thought they had another meeting and Mr. Dell'Aquila said they had a couple extensions on this project. Mr. Viner had driven by the property in the winter and it was like a skating rink and mentioned that the trees that need to be planted for screening may die because of all the water. Mr. Dow added that there is only one storm drain for drainage. Mr. Defosse would like to see police and Highway have reports for the road. Jim Sadusky asked if the batteries could leak because his well is close and Mr. Reader responded that the batteries will be in a containment unit, wrapped in a casing, on the racking system and are self-contained. Ms. Shiver inquired about the maintenance and Mr. Reader said that it is done remotely and could alert emergency facility if it ever was an issue. Mr. Viner asked the applicant to provide an environmental containment study and more information on the batteries.

Mr. Butensky asked if the batteries were to fail could they get out of the containment unit and Mr. Reader said it is set up so that wouldn't happen. Ms. McCauley asked about fire suppression and Mr. Reader answered there is one unit with one fire suppression. Ms. McCauley asked if Mr. Reader had the MSDS sheets and what happens when the batteries are replaced. Mr. Dow asked if there was a fire how they would know how to handle the batteries and Ms. McCauley said the Fire Department just has to watch them burn. Mr. Reader explained that they will be meeting with the Fire Department and the Fire Department has standards that they will need to adhere to so they don't get fined. Ms. McCauley asked if there would be a lock box with a key and Mr. Reader said yes. Mr. Defosse stated that the Solar Farm Committee walked in a conex box made for storing batteries and mentioned there isn't a good track record for storing batteries. Mr. Dell'Aquila asked what town had the conex box and Mr. Defosse said Sterling. Mr. Defosse stated that if the Planning Board allows this to go through it will set a bad precedent for the town. Ms. Shiver asked how new this practice was and if the state wants battery storage. Mr. Reader explained that it has been out for a while but the state has updated their requirements for them and the town of Sterling has a video. Furthermore, Mr. Reader stated that there is some language in the SMARRT Program and a new program rolling out and the next waiver will have more about renewable energy. Mr. Dell'Aquila mentioned the state is adding more in regards to renewable energy. Ms. McCauley said National Grid is pushing it. Mr. Viner said new projects will need to have battery storage or they may not be eligible.

Mr. Defosse said there might be issues with remote hacking and holding the information ransom and consider more for the decommissioning cost. Mr. Viner asked what the lifespan was for the batteries and Mr. Reader said the life of the array up to 25 years. Mr. Defosse asked for a rough estimate of when the conex would need to be swapped out and cost. Mr. Reader was unsure at this time. Mr. Viner stated that he would not be making a decision at this meeting because there is not enough information. Mr. Viner asked if the Stormwater is decided and Mr. Dell'Aquila said there is one in place but he would suggest on waiting for the calculations because any project in Spencer is not supposed to add more water off of the site and if the project can't be designed to accommodate then it might require a change. Mr. Dell'Aquila suggested to the Planning Board that one condition of this approval could be an acoustic analysis of the array and it wasn't required with the original submittal. Also, Mr. Dell'Aquila said DC Engineering had to recreate the plans. Mr. Viner stated that the new plans show the panels closer to the property line and does not think that is appropriate. Mr. Dell'Aquila will work with the development team and the Fire Chief for the battery arrangement and his colleague's

experience. Mr. Dow asked about adding camouflaging the conex box and Mr. Dell'Aquila said it is possible to add additional screening. Jim Sadusky said what should be done about the shrubs not lasting. Mr. Viner stated that the conditions will have the applicant maintain the shrubs and that item will need to be addressed. Mr. Defosse asked if the storm water was approved for a previous plan than a storm water plan should be done for the changes and Mr. Viner said that he was correct. Mr. Dell'Aquila said the applicant felt it was a minor change and would not affect the calculations but third party will weigh in and if it does affect the calculations then the Planning Board needs to figure out what is warranted. Mr. Defosse asked about the changes of the structure and the re-arrangement and Mr. Dell'Aquila said everything will be looked at and addressed.

There was much discussion in regards to this amendment needing to be a new plan submittal and Mr. Dell'Aquila said there are a couple different scenarios; go through the process and determine we accept the amendment, deny the amendment and the applicant can build what was already approved, or the applicant does a new submittal but need to meet the current standards in the bylaw, which will make the array smaller. Mr. Viner shared his stand point on this amendment and how it might be a bad idea to approve the first battery storage in Spencer under an amendment. Mr. Dow asked if they can be closer to the beginning of the agenda next meeting and Mr. Dell'Aquila said they will see what they can do.

Mr. Dell'Aquila said some punch list items for next meeting are:

- 1) Applicant to provide additional info to Lenard Engineering in regards to storm water
- 2) Review comments from Fire Chief Parson for battery storage
- 3) Gather information from the Sterling Battery Storage
- 4) Provide additional screening info if warranted
- 5) Equipment manufacturer specifications
- 6) Possible visual/ acoustic study
- 7) Check previous minutes for comment by Eben Butler

**MOTION: Ms. Shiver motioned to continue the hearing until September 17, 2019**

**SECOND: Ms. Reed**

**DISCUSSION: None**

**VOTE: 5-0**

## **7.) Right of First Refusal- 96 Greenville Street**

Mr. Dell'Aquila said that the Board of Selectmen received a letter dated July 12, 2019 for the right of first refusal. There was an ANR that the Planning Board approved and they transferred a strip and the sale transaction triggered the letter. Mr. Dell'Aquila said the town has never taken land before but the Planning Board could recommend to the Board of Selectmen if they felt differently. Mr. Ceppi asked if this involved the emergency access road and Mr. Dell'Aquila said the Fire Chief said they would not force the easement until the subdivision is to be more developed and used. Mr. Ceppi asked if they would be fixing the right of way and Ms. Shiver said a homeowners association needed to be formed and Mr. Viner said that is all only until Phase 2 gets developed. No action for the right of refusal was taken.



## **8.) Town Planner Report**

- **Spencer Street Party-** Saturday August 24, 2019
- **CMRPC-** LPA Hours discussed and Mr. Viner tabled until the next meeting

## **9.) Board Liaison-**

- **Solar Committee-** Matt Defosse, the Solar Committee, stated that the committee submitted their recommendations to the Board of Selectmen the solar bylaw revisions. Mr. Dell'Aquila mentioned potential dates for the bylaw amendment and when the warrant closes for fall Town Meeting.

**10.) Open Space Committee-** Mr. Dell'Aquila mentioned that they had a kick off meeting because the Town's Open Space Plan expired last year. CMRPC has been retained to assist and multiple groups are involved. The committee will release surveys and there will be monthly meeting for the next 8-9 months. Mr. Viner attended the meeting as a designate because they weren't meeting in time to vote on the designate.

**11.) Planning Board Members reorganization- Chair, Vice Chair, Open Space Committee member, Economic Development Committee (EDC), CMRPC Delegate, Building & Property Reuse member, and CIPC member**

**Chair-** Ms. Shiver motioned to have Mr. Butensky be Chairperson; Mr. Butensky did not want to act as chair but said he would serve as vice chair. Mr. Butensky declined the Chairperson position. Mr. Viner stated he would be Chairperson again. Ms. Reed nominated Mr. Viner to remain as Chair and all Planning Board members voted in favor.

**Vice Chair-** Ms. Shiver nominated Mr. Butensky as Vice Chairperson and all Planning Board members voted in favor.

**CMRPC-** Mr. Viner nominated Mr. Ceppi, Mr. Butensky seconded, and all Planning Board members voted in favor.

**Open Space-** Mr. Butensky volunteered himself and discussed his background, Mr. Viner seconded, and all Planning Board members voted in favor.

**Building & Property Reuse Committee-** Mr. Ceppi volunteered himself and all Planning Board members were in favor.

**CIPC-** Ms. Shiver volunteered herself; Mr. Viner stated he was not ok with the Town Administrator asking Ms. Shiver to be on the board. There was some discussion on what the CIPC does. Mr. Ceppi seconded Ms. Shiver and all Planning Board members were in favor.

**EDC-** Mr. Dell'Aquila said he is a monthly meeting and focuses on downtown development. Ms. Shiver and Mr. Viner volunteered for the position. The vote for Ms. Shiver to be EDC member was 4-1.

**MOTION: Ms. Shiver motioned to table the agenda items until all Planning Board members are present**

**SECOND: Mr. Butensky**

**DISCUSSION: None**

**VOTE: 4-0**

## **12. New Business- None**

**MOTION: Mr. Ceppi motioned to adjourn the meeting 10:08 pm**

**SECOND: Mr. Butensky**

**DISCUSSION: None**

**VOTE: 5-0**

**Submitted by: Monica Santerre-Gervais ODIS Clerk**

**Approved by the Planning Board on: 10/15/2019**

### **List of Documents used on August 20, 2019**

#### **Items sent to Planning Board prior to Meeting by email/ print outs:**

- Agenda
- Memo emailed from Paul Dell'Aquila to Planning Board
- Sunset/Holmes Subdivision- New Peer Review from Lenard Engineering
- Special Permit- 138 Wilson Street small Scale Solar - Application, narrative, and plan
- Minutes: May 21, 2019 and July 16, 2019
- Site Plan Amendment-103 North Spencer Road solar Farm, narrative, battery data, peer review, and Minutes from the meeting on 8/13/2016
- Right of First Refusal for 96 Greenville Street
- CMRPC Annual membership update

#### **Items submitted at the Meeting:**

- Draft decision for 138 Wilson Street
- Questions and Concerns packet from Matt Defosse for 103 North Spencer Road