



## Planning Board – Town of Spencer

### *Minutes*

#### Planning Board Meeting

**Tuesday, September 07, 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 (in-person)**

**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: 8/03/2021 & 8/17/2021**

- **8/03/2021**

Mr. Miller had a brief discussion regarding the generating of minutes and not being verbatim. Some of the Planning Board members felt thorough minutes were important and have helped in the past. Mr. Viner requested the matter in writing from Town Counsel and the Town Administrator.

**MOTION: Mr. Butensky motioned to approve the minutes for 8/3/2021**

**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)**

- **8/17/2021**

**MOTION: Mr. Ceppi motioned to approve the minutes for 8/17/2021**

**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. Viner wanted to discuss ANR plans and submittals, the current process in accepting ANRS', and his recommendation to follow other communities by accepting the ANRSs during meetings and the Planning Board allows when they are accepted. More to be discussed next month.

#### **4. Town Planner Report**

Mr. Miller discussed his ongoing work on the Solar Bylaw and working with the new Grant Writer for funding to pursue.

#### **5. General Board Discussion/ Board Liaison Reports**

Mr. Butensky mentioned he was glad to see an agenda item for citizen input.

There was much discussion regarding the Ash Street site visit, will stagger members two at a time, and Mr. Miller will plan on being present and to contact the applicant of the plan.

Housing Production Plan Committee to be started and Mr. Butensky volunteered.

Mr. Viner asked to put the Building Property and Reuse Committee at the next meeting as an agenda item.

#### **6. Citizen Input**

Matt Defosse, 7 Paul's Drive, said minutes are helpful for the citizens. Mr. Miller stated the minutes are recorded and Mr. Defosse said if meeting recordings were posted online, it would be helpful to him. Mary Braney, Spencer Cable Access, stated the recordings are not an official record and only written minutes are official, also everything recorded is available. Additionally, Ms. Braney stated that during the pandemic they tried to record everything and found that the Planning Board was an important meeting to cover. Mr. Miller said he would speak to Town Council regarding recordings and minutes.

#### **7. New Business/Adjournment**

**MOTION: Mr. Ceppi motioned to adjourn the meeting at 8:14 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: 10/05/2021**

#### **List of Documents used on September 07, 2021.**

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

- Agenda
- Draft Minutes: 8/03/2021 & 8/17/2021

#### **Items submitted/ brought to the Meeting:**

None.