



Planning Board – Town of Spencer

Minutes

Planning Board Special Meeting

Tuesday, March 19, 2019 at 6:00 PM

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

Planning Board Members Present: Chair Jonathan Viner, Vice Chair Jeff Butensky, Shirley Shiver, Maria Reed, Robert Ceppi (arrived at 6:13pm)

Planning Board Members Absent: None

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

Staff Absent: None

1. Mr. Viner opened the meeting at 6:05pm

2. Planning Board Policies and Procedures Discussion:

Mr. Dell'Aquila mentioned to the Planning Board the rules and procedures document was found for the Planning Board from 2006 had been located and felt it was a good starting point but would need to make some edits. First change would be that the Planning Board does not meet two times a month and that would need to be changed. Ms. Shiver said she had a copy of the "Planning Board Rules of Procedure" at home and stated that Karen Cullen had implemented them. Mr. Viner asked about the minutes from the meeting and Mr. Dell'Aquila said he reviewed them and the rules and procedures document was voted on and approved. Ms. Shiver stated that in section 3.D Attendance it was added for a specific person who was missing too many meetings. Mr. Viner stated in Article I everything seemed fine and Mr. Dell'Aquila said the word "futuristic" was interesting. Article II section 1, "The Town of Spencer Planning Board was established by Article 26 of the 1963 Annual Town Meeting, pursuant to the authority of Massachusetts General Law Chapter 41, Section 81A," and said he wants something in writing that the Planning Board members are appointed by the Town Administrator and not elected. Mr. Dell'Aquila stated that all boards are appointed by the Town Administrator.

Mr. Dell'Aquila mentioned the Section 3. B length of terms and it states that membership is 5 year terms with one member appointed annually and will look into it. Mr. Dell'Aquila said he is working the Town Clerk about the date everyone started and currently the Planning Board is not using those rules for terms and wants to know how to proceed. Mr. Ceppi said he remembered the term limits and a previous Town Administrator removed him based on that rule. Mr. Viner said he was on the fence about term limits and still wants the final word on how the Planning Board gets appointed. Mr. Dell'Aquila mentioned to the Planning Board that it can be hard getting new members and the length of term is a good idea but if we don't have members than applications can't be heard. Mr. Viner asked if the Planning Board wanted to meet more than once a month and Ms. Shiver stated they should be meeting two times a month. There was some discussion in regards to having two meetings in one month and if the second meeting was called a special meeting and that is true. Ms. Shiver mentioned other towns mention having a second

meeting as needed and Mr. Viner gave an example of another town that does one meeting a month for six months and then two meetings a month for the other six months. Ms. Shiver asked if there are times when there is too much business on one evening and should it be on two meetings. Mr. Ceppi felt one meeting was sufficient for the business they have and should change the wording to say one meeting a month, and if they need additional meetings have a special meeting. Ms. Shiver mentioned that they are there to serve the public and it might be beneficial for the public to have two meetings a month. Mr. Viner stated that Conservation meets twice a month and Mr. Dell'Aquila stated they have more business to attend to. Mr. Dell'Aquila said the workflow is working fine in our office currently and if additional business comes up then we can revisit two meetings a month.

Mr. Viner made note that the Master Plan should be renewed, Zoning Bylaw changes need to be made, and there is some housekeeping that needs to be addressed. Mr. Dell'Aquila agreed with Mr. Viner and said with the revolving account and is currently 36K and he is hopeful to start the master plan revision next year, as well as, open space and recreation plan renewal. Mr. Dell'Aquila moved on to Article III, Section 1. D Executive Sessions, and mentioned that there are new standards in the Open Meeting Law Guide that should be referenced better in the document. Mr. Viner agreed and said reference or an addendum of the Open Meeting Law Guide. Mr. Viner wanted to review Article III Section 3. Agenda and Mr. Dell'Aquila said they should take news media out. Mr. Viner asked if the agenda gets posted in the paper and the answer is no. Mr. Viner to ad Public hearings is published and agendas are posted on the website, posted on bulletin boards, and with the Town Clerk. Mr. Dell'Aquila commented on the reference to "Roberts Rules of Order" in section 5. Rules of Order and either finding documents online or purchasing reference guides for the Planning Board.

Mr. Dell'Aquila said the Board of Selectmen are able to participate in meetings remotely and the Planning Board should add a provision for remote participation. Also, Mr. Dell'Aquila commented that in Section 8. Minutes they should strike out "Board of Selectman's Liaison." There was discussion about minutes that used to be signed when they are finalized. Mr. Ceppi recommended that in Article IV, Section 1. Public Hearing Requirements needs to have more information. Mr. Dell'Aquila said he can add additional Planning Board duties in that section. There was much discussion in regards to Planning Board responsibilities and what needs to be added.

MOTION: Ms. Shiver motioned to make the mentioned revisions as discussed and continue this discussion at the next scheduled Planning Board meeting on 4/16/2019

SECOND: Mr. Butensky

DISCUSSION: Mr. Dell'Aquila to circulate draft with edits before the next meeting

VOTE: 4-0 (Mr. Ceppi stepped out of the room during the voting)

MOTION: Ms. Shiver motioned to adjourn the meeting at 6:58pm

SECOND: Ms. Reed

DISCUSSION: None

VOTE: 5-0

Submitted by: Monica Santerre-Gervais ODIS Clerk
Approved by the Planning Board on: 4/16/2019

List of Documents used on March 19, 2019

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

- Agenda
- Memo emailed from Paul Dell'Aquila to Planning Board dated 3/14/2019
- Dudley Planning Board purpose and duties, Easton Commission and Board Members Handbook, Ayer Planning Rules and Regulations, and Spencer Planning Board Rules & Procedures 2006.

Items submitted at the Meeting:

- None