



Planning Board – Town of Spencer

*Minutes*

Planning Board Meeting  
January 02, 2024, at 7:00 pm  
**REMOTE & IN-PERSON**

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

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**Planning Board Members Present: Chair Robert Ceppi (in-person), Vice Chair Shirley Shiver (in-person), and Charlie Bellemer (remote)**  
**Planning Board Members Absent: Vaughn Slack**  
**Staff Present: Lauren Vivier, Town Planner/ Conservation Agent (in-person) and Sarah Campbell (in-person), and Monica Santerre-Gervais, ODIS Senior Clerk (remote)**  
**Staff Absent: None**

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

**2. Continued Public Hearing: Special Permit – Applicant/ Owner: Adam German; Location: 71 East Charlton Road; Spencer Assessor’s Map R14-29-2, R14-29-3, and R14-29-5. The applicant is requesting a Special Permit under 5.3.10 (Rear lot subdivision) of the Spencer Zoning Bylaw to create a rear lot subdivision (on 12/15/2020 the applicant received a Special Permit for a rear lot subdivision; however, the special permit expired and needs to reapply). The property is located within the Rural Residential zoning district.**

Attorney Nelson Ezen was present at the meeting to represent Adam German. Mr. Ezen explained that the Town Planner, Lauren Vivier, reached out to the Assessor for the additional abutters and they mailed out the additional notifications to those abutters.

The Chair opened the hearing up to the public:

Sean Bergstrom, 8 Clark Road, was present for the meeting and asked if this application was still for one house and Mr. German said yes. Mr. Ceppi said it is a Special Permit for a rear lot subdivision with one single family home. Mr. Ezen stated they will add to the deed that it is one single family home and Ms. Vivier stated it will be in the Certificate of Decision too.

**MOTION: Ms. Shiver motioned to close the Public Hearing.**

**SECOND: Mr. Bellemer**

**DISCUSSION: None**

**ROLL CALL VOTE: Mr. Ceppi, Ms. Shiver, and Mr. Bellemer all voted aye, (vote 3-0) motion carried.**

**MOTION: Ms. Shiver motioned to approve the Special Permit for 71 East Charlton Road under section 5.3.1 for a rear lot subdivision.**

**SECOND: Mr. Bellemer**

**DISCUSSION: Ms. Viver asked for another motion regarding the waiving of the common driveway requirements.**

**ROLL CALL VOTE: Mr. Ceppi, Ms. Shiver, and Mr. Bellemer all voted aye, (vote 3-0) motion carried.**

**MOTION: Ms. Shiver motioned to waive the common driveway requirements for this rear lot subdivision.**

**SECOND: Mr. Bellemer**

**DISCUSSION: None**

**ROLL CALL VOTE: Mr. Ceppi, Ms. Shiver, and Mr. Bellemer all voted aye, (vote 3-0) motion carried.**

### **3. Discussion CVS: As Built Review**

Ms. Vivier explained that she has provided the applicant with the proposal for peer review and waiting for sign off and funds from the applicant to initiate review. Mr. Ceppi said the Zoning Board of Appeals approved CVS and Ms. Vivier explained Planning Board approved the stormwater permit.

### **4. Discussion: Spencer Meadow Solar LLC. – Decommissioning Bond**

Jeffrey Bridges, Town Administrator, stated the applicant has requested to table this discussion for two weeks so that he may attend and answer any questions.

**MOTION: Ms. Shiver motioned to table this discussion until 1/16/2024.**

**SECOND: Mr. Bellemer**

**DISCUSSION: None**

**ROLL CALL VOTE: Mr. Ceppi, Ms. Shiver, and Mr. Bellemer all voted aye, (vote 3-0) motion carried.**

### **5. Discussion: Solar Energy Storage Systems**

Ms. Vivier has been reviewing the Town of Charlton's amendments to Energy Storage Systems and requesting an overlay district. Also, Ms. Vivier is waiting for the class on January 24, 2024, to start a draft for the bylaw amendments and believes that draft would be ready for the February 1<sup>st</sup> meeting.

### **6. Planning Board Policies and Procedures**

Ms. Vivier explained that she has cleaned up the document, removed the red comments and strike outs, and is looking for a vote to adopt the amended Policies and Procedures. Mr. Ceppi asked if the members wanted to table until Mr. Slack was present, and Ms. Vivier stated it has been in review for nine months.

**MOTION: Ms. Shiver motioned adopting the amended Policies and Procedures with the current updates.**

**SECOND: Mr. Bellemer**

**DISCUSSION: Ms. Vivier mentioned the Policies and Procedures can be edited at any time.**

**ROLL CALL VOTE: Mr. Ceppi, Ms. Shiver, and Mr. Bellemer all voted aye, (vote 3-0) motion carried.**

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

Ms. Shiver stated that the Housing Production Plan was approved by the State and will help the town and the Planning Board. Mr. Bellemer asked if the final document was on the Town of Spencer Website and Ms. Vivier stated it will be on tomorrow.

## **8. Town Planner Report**

Ms. Vivier had no comments.

## **9. Citizen Input**

Matt Defosse, 7 Paul's Drive, mentioned that the exit to the new CVS is dangerous and believes the line of site is obstructed and shrubbery should be relocated.

Frank White, 35 R Jones Road, asked about the decommissioning item for Spencer Meadow Solar. Mr. Ceppi stated it is an approved Solar Farm with an existing decommissioning bond, but the applicant would like to switch banks and needs approval. Mr. Bridges added this was a cash bond with escrow and the applicant wants to move the money to a different bank.

## **10. Approval of Minutes- 12/12/2023**

Ms. Campbell explained that she emailed the minutes for 12/19/2023 instead of 12/12/2023, the members could approve one or both or table the minutes.

**MOTION: Ms. Shiver motioned to table all minutes until 1/16/2024.**

**SECOND: Mr. Bellemer**

**DISCUSSION: None**

**ROLL CALL VOTE: Mr. Ceppi, Ms. Shiver, and Mr. Bellemer all voted aye, (vote 3-0) motion carried.**

## **11. Adjournment**

**MOTION: Ms. Shiver motioned to adjourn the meeting at 7:31pm.**

**SECOND: Mr. Ceppi**

**DISCUSSION: None**

**ROLL CALL VOTE: Mr. Ceppi, Ms. Shiver, and Mr. Bellemer all voted aye, (vote 3-0) motion carried.**

**Submitted by Monica Santerre-Gervais, ODIS Senior Clerk  
Approved by the Planning Board on: 1/30/2024.**

**List of Documents used on January 2, 2024**

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

- Agenda for 1/02/2024
- Drafted minutes from 12/12/2023 and 12/19/2023.
- Drafted Planning Board Policies and Procedures.
- Special Permit Application and plans for 71 East Charlton Road rear lot subdivision, additional abutter notification sheet and proof of notification.
- CVS As-Built plan.
- Memo Spencer Meadow Solar LLC. – Decommissioning Bond

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

- Updated Zoning Bylaw copy