



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5398

Board of Selectmen Meeting
Board of Selectmen's Meeting Room
Tuesday, January 13, 2015 - 7:00 PM

MINUTES

Present: Mr. James F. Kane, Chairman, Ms. Moira I. Miller, Vice-Chairman, Mr. John I. Lebeaux, Clerk, and Mr. Maurice M. DePalo, and Mr. Henry J. Fitzgerald.

Also Present: Mr. Daniel Morgado, Town Manager.

Chairman Kane called the meeting to order at 7:02 PM.

Preliminaries:

1. **Approve bills, payrolls and warrants.** On a motion by Ms. Miller, seconded by Mr. Lebeaux, the Board unanimously voted 5-0 to approve warrant numbers 1555 in the amount of \$412,494.45, and 1556 in the amount of \$1,750,118.08.
2. **Minutes of November 12, 2014, November 25, 2014, December 9, 2014, September 13, 2010, September 20, 2010, September 27, 2010, October 4, 2010.** On a motion by Mr. DePalo, seconded by Mr. Lebeaux, the Board unanimously voted 5-0 to approve the minutes as written.
3. **Announcements.**
4. **Town Manager's Report.**

Meetings/Workshops/Hearings:

5. **7:05 PM – Meeting: Kristen D. Las, and others with a Master Plan update.**
Ms. Kristen Las, Principal Planner & Economic Development Coordinator, appeared before the Board, along with Members of the Master Plan Stirring Committee Mr. John Campbell, Ms. Dina Nichols, Ms. Glayle Vigent, and Mr. Stephen Vigent. Ms. Las and the committee members advising that since September 2013 the committee has undertaken the task of updating the 2001 Master Plan. The process to date has included Interviews, public forum, neighborhood groups, and to present the committee has released three draft elements, which can be found on the Shrewsbury Planning Board website. Ms. Las indicated that the three elements are still in the draft stage, and the committee welcomes comments. From this point forward the committee envisions several meetings to review the draft elements, to then enter into public meetings and hearing and some sort of acknowledgement at Town Meeting, possibly at a Special Town Meeting in the fall if one is had. There was a brief discussion on several topics including priorities, and financial constraints; the timeline for additional draft elements, demolition delay, the cultural aspect of the Town Center, and historic preservation. A suggestion was made to hold evening meetings if possible.
6. **7:10 PM – Workshop: Public Works Workshop.**
Mr. Robert Cox, Public Buildings Superintendent, Mr. Robert Tozeski, Superintendent of Water & Sewer, Mr. John Knipe, Highway Superintendent, Ms. Kristen Las, Principal Planner & Economic Development Coordinator, and Mr. Thomas Gregory, Assistant to the Town Manager appeared before the Board. Mr. Daniel J. Morgado, Town Manager, spoke on the evaluation of the Town's fiscal condition, and as a basis for setting recommendations as Town Meeting approaches, the head of each department spoke on individual projects that are considered tier one, and tier two, that were prioritized on the "Public Works Priority List 2014-15" Spreadsheet.

7. Review and act on Board of Selectmen Policy #22 – Water Bill Abatements.

On a motion by Mr. Lebeaux, seconded by Mr. DePalo, the Board unanimously voted to 5-0 to adopt Board of Selectmen Policy #22 – Water Bill Abatements as written.

8. Review and act on budget request of the Board of Selectmen for Fiscal Year 2016.

On a motion by Mr. DePalo, seconded by Ms. Miller the Board unanimously voted 5-0 to approve the Board of Selectmen Fiscal Year 2016 budget of \$20,552.00, a \$202.00 increase from FY 2015.

9. Review and act on method of disposal of surplus and/or obsolete equipment from the current library facility pursuant to G. L. c.30B, s15 and Board Policy #18.

On a motion by Mr. DePalo, seconded by Mr. Lebeaux, the Board unanimously voted 5-0 to approve a “yard sale” to dispose of surplus and/or obsolete equipment from a the library facility on Saturday, Jan 31, 2015.

10. Review and act on the one day all alcohol license application of St. Mary’s Parish, for the Share the Love Event to be held at St. John’s High School, 378 Main Street, on Saturday, January 31, 2015 from 6:00pm to 12:00am.

On a motion by Ms. Miller, seconded by Mr. Lebeaux, the Board unanimously voted 5-0 to approve the One Day All Alcoholic Beverage License, for the date, time and event listed on the application.

11. Review and act on the one day all alcohol license application of St. Mary’s Orthodox Church, for the Valentine’s Day Fundraiser Event to be held at St. Mary’s Orthodox Church, 1 Industrial Drive, on Saturday, February 7, 2015, from 7:00pm to 1:30am.

On a motion by Ms. Miller, seconded by Mr. Lebeaux, the Board unanimously voted 5-0 to approve the One Day All Alcoholic Beverage License, for the date, time and event listed on the application.

12. Review and act pursuant to G. L. c. 30B, s. 16, to declare available for disposition the landfill cap area in order to construct and operate a Large Scale Ground Mounted Solar Photovoltaic Installation (Solar Facility).

On a motion by Mr. Lebeaux, seconded by Ms. Millet the Board unanimously voted 5-0 to approve pursuant to G. L. c. 30B, s. 16, to declare available for disposition the landfill cap area consisting of 14.5 acres more or less in order to construct and operate a Large Scale Ground Mounted Solar Photovoltaic Installation (Solar Facility).

Possible Executive Session:

13. The Board may hold an executive session for the following purposes: 1) To consider the lease or value of real property involving the landfill (G. L. c. 30A s. 21(a)(6)); 2) For the purposes of discussing litigation against the Town in the matter of Zeno v. Town of Shrewsbury, et. al. USDC Docket No. C.A. No. 4:13-cv-40105-TSH (G. L. c. 30A, s. 21(a)(3)).

On a motion by Mr. Lebeaux, seconded by Ms. Miller, and a roll call vote, Ms. Miller, yes, Mr. Lebeaux, yes, Mr. Fitzgerald, yes, Mr. DePalo, yes, Mr. Kane, yes, the Board unanimously voted 5-0 to go into executive session pursuant to General Laws Chapter 30A, Section 21(a)(6) and Section 21(a)(3) to consider the lease or value of real property (landfill), and for the purposes of discussing litigation against the Town in the matter of Zeno v. Town of Shrewsbury, et. al. USDC Docket No. C.A. No. 4:13-cv-40105-TSH and not to return into open session.

At 8:30 PM, Chairman Kane then advised that the “Board will now go into executive session to consider the lease or value of real property (landfill) and for the purposes of discussing litigation against the Town in the matter of Zeno v. Town of Shrewsbury, et. al. USDC Docket No. C.A. No. 4:13-cv-40105-TSH since an open meeting may have a detrimental effect on the negotiating and litigating position of the Town. Further, the Board will not reconvene back into open session”.

Correspondence:

14. Noted - Letter, dated December 19, 2014, from Katherine Lacy, AICP, Comprehensive Permitting Specialist, Mass Housing, One Beacon Street, Boston, MA 02108, re: The Point at Hills Farm, MH# 723
Mr. Kane spoke on the site visit at The Point at Hills Farm proposed location, and advised that due to the volume of work the Planning and Engineering Departments are under, it was the consensus of the Board to draft a letter requesting an additional one-hundred twenty (120) days to review and submit comment.
15. Noted - Letter, dated December 29, 2014, from William A. Van Dam, of NSTAR Gas, re: Notification of Request by NSTAR with MDPU, to increase gas distribution rates.
16. Noted - Letter, dated December 29, 2014, from Maggie Corazzini, BSA Troop 1004, re: An Eagle Scout Court of Honor to be held on January 31, 2015 for Nicholas Georgian.
17. Noted - Letter, dated January 2, 2015, from Attorney Thomas Truax, on behalf of Jacklen Louis, Horton's Market, re: request to consider increase of Section 15 Alcohol License quota.
Mr. Morgado to contact Horton's Market to inform them of the process.
18. Noted - Email, dated January 5, 2015, from Marsha Baron-Berg, of 3 Brentwood Drive, re: Recycling bins.
19. Noted - Letter, dated January 6, 2015, from Mariclaire Rigby, Lead Vegetation Strategy Specialist, NSTAR Gas, re: Vegetation management activities in Shrewsbury between January 6 and March 31, 2015.
20. Noted - Letter, dated January 8, 2015, from Donald J. Green, SHS Alumni Fundraising, re: Basketball Fun Night on Sunday February 15, 2015, at 6:30 PM.
21. Noted - Letter, dated January 9, 2015, from James F. Kane to Congressman James P. McGovern. Re: USPS Central Massachusetts Mail Processing and Distribution Center. Asked for a meeting with Congressman McGovern.

The Board adjourned for the evening at 8:50 PM, after the conclusion of Executive Session.

Respectfully submitted,

Christine Mattero
Administrative Assistant to the Board of Selectmen

Referenced Materials:

Public Works Priority List 2014-15 Spreadsheet.
Board of Selectmen Policy Statement #22 - Water Bill Abatements.

Shrewsbury Public Works Projects List 2014-2015

	PROJECT	RESPONSIBLE PERSON(S)	STATUS	TIER
Engineering Planning	Lakeway Business District Ongoing Beautification	Howland & Las	Business group raising funds for weeding and mulching of plants beds; \$500 in Lakeway Funds available for CY2014	1
Highway	Burns Bridge Replacement	Howland, Knipe, & Las	Continue dialogue with Mass DOT regarding aesthetics, traffic flow, and minimizing impacts on businesses. Construction started August 2012; attending construction meetings. Bridge to be complete August 2015.	1
Highway	Pavement Management Program	Howland & Knipe	Ongoing. Field work and review done; town to implement and update annually; includes sidewalk master plan.	1
Highway	Main Street (Rte 290 to Maple Avenue)	Howland & Knipe	Design work by BETA has received 25% approval, awaiting Public Hearing; project on 2016 TIP; 75% drawings are in design; estimated cost \$4.8M +/-	1
Highway	Resurface Boylston St from I-290 to Town Center	Howland & Knipe	Letter sent to Mass DOT requesting inclusion in TIP program so that we can use Chapter 90 funds on other streets; \$660,000 estimate. Sen. Moore has included funding in transportation bond bill and is seeking release of funds. Consultant needed for "book job" design of improvements.	1
Sewer	Westborough Treatment Plant	Howland & Morgado	0% SRF funding for nutrient removal process was received. Treatment Plant upgrades nearly complete, awaiting final punch list items. Discussions to begin with EPA and DEP regarding new 5 year permit.	1
Sewer	Infiltration and Inflow (I & I) Program	Howland, Tozeski, & DeCillis	Ongoing program; Weston and Sampson completing smoke testing and I&I investigation Area 7 (Route 9, Lave Quinsigamond, Maple Ave, Old Mill & Audubon), Area 8A (Main St, Spring St, North St, and Dean Park) and Area p/o 2A (South St, Hunting Ave, Whippoorwill Dr, and Maplewood Dr); finalizing years one, two, and three improvements. Private Inflow Program: developing guidelines for the removal of extraneous sewer flow on private property (sump pumps, roof leaders, etc.)	1
Sewer	Replace and re-line main interceptor line from Old Brook Road to Northborough town line	Howland, Tozeski, & DeCillis	Weston & Sampson has completed Phase I of this project; Phase II and III were completed in 2014. Final funding paperwork remains.	1
Sewer	Private Inflow Program	Howland, Tozeski, & Stone	Developing guidelines for the removal of extraneous sewer flow on private property (sump pumps, roof leaders, etc.)	1
Sewer	Colton Lane Pump Station	Howland, Tozeski, & DeCillis	Project ongoing	1
Sewer	Harvey Place and Jordon Pond pump station improvements	Howland & Tozeski	MCC unit replacement and SCADA system installation currently on-going.	1
Water	Water Conservation	Tozeski & DeCillis	Ongoing project.	1

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PROJECT	RESPONSIBLE PERSON(S)	STATUS	TIER	
Water	New Source Connection from other systems / Sustainable Water Management Initiative (SWMI)	Howland, Tozeski, Gregory	Exploration for new bedrock well in Masonic property abandoned for now. Participated in SWMI pilot program and continuing to review framework and potential permit. Received draft permit for additional 0.44 MGD currently under appeal.	1
Water	Water Audit	Howland & Tozeski	To detect unaccounted for water; project completed from Tata and Howard. Continuous updates necessary.	1
Water	Capital Efficiency Plan	Howland & Tozeski	Prioritizing system improvements report finalized by Tata and Howard. Evaluation results.	1
Parks & Rec	Capital Improvement Plan for Donahue Rowing Center	Snell & Cox	Building is 20 years old; Kang Associates has completed study; paid by user fees; ongoing considerations.	1
Parks & Rec	High School Track and Tennis Court Renovations	Snell	Track is over 13 years old and needs to be resurfaced due to cracks and wear & tear. Tennis court has deep cracks. Reviewing estimates from Gale Associates for design and construction costs.	1
Bldg & Grounds	Library Renovation / Addition	Library Building Committee	Project ongoing	1
Engineering	GIS	Las, Howland	Coordinating pavement management, conversion of parcel layer and CAMA data for new Vision Appraisal System; compliance with MassGIS Level 3; E911 addressing project; ongoing organization of CAD and plan submittals. New online GIS. Vendor: People GIS	1
Engineering	Stormwater Utility Development	Howland, Gregory, Stone, & Knipe	Draft permit was issued on September 20, 2014; in process of reviewing permit requirements to develop a stormwater utility and fee system along with permit requirements.	1
Engineering	Dam Inspections at Hills Farm Pond, Newton Pond, and Old Mill Pond	Howland & Stone	Original construction and retro-fit is complete; Certificate of Compliance from Conservation required for Newton Pond	1
Engineering	Complete Federal Estates (Holt Street) subdivision infrastructure	Howland, Rhamati, & Stone	Wetland Replication construction and detention clean out. Install bounds.	1
Engineering	Central Massachusetts Regional Stormwater Coalition Community Involvement Challenge (CIC) Grant Program	Stone, Howland	Participation in regional stormwater grant program with 10 other municipalities.	1
Engineering	Complete Ternberry subdivision infrastructure	Howland, Rhamati, & Castagna	Fields improvement and detention clean out.	1
Planning	Open Space and Recreation Plan Implementation	Las, Howland, Stone, & Snell	Completion of plan in 2012; implementation ongoing.	1
Planning	Update Master Plan	Las	2013 update ongoing.	1
Engineering	Development of Phase V and VI Landfill & Metals Recovery	Howland & Gregory	Construction of Phase V underway. Phase VI and Metals Recovery in DEP permitting.	1
Engineering	Betterment Streets Design and Construction	Stone & Howland	Design and construction of Fifth Ave, Harris Ave, and Judick St ongoing.	1
Engineering	Development of Solar Array Field on Phase III & IV - Landfill	Howland & Gregory	Local and DEP permitting underway	1
Engineering	Development of relocation of Composting Facility - Landfill	Howland & Gregory	DEP permitting underway	
Planning	Ongoing Marketing and Development for Centech North (former Allen Property)	Howland & Las	Sewer installed 2012.	1

Shrewsbury Public Works Projects List 2014-2015

	PROJECT	RESPONSIBLE PERSON(S)	STATUS	TIER
Planning	Glavin Center	Las, Howland, Morgado, & Gregory	Lease agreement signed, reuse committee established. Temporary library space. Home Rule Petition.	1
Parks & Rec	Burial Space Expansion / Columbarium	Snell & Cemetery Commission	Getting cost and design estimates for a columbarium to allow for burial space for cremated remains.	1
Highway	Resurface Parking Lot at Highway/Water garage on South Street	Knipe	Existing pavement is 30+ years old and needs to be resurfaced.	2
Highway	Gulf/Sewell/Holden Street Improvements	Howland & Knipe	Overlay completed by Highway Dept. Summit Ridge and Gulf View Subdivision development will make widening and continue resurfacing.	2
Highway	Drainage work	Howland & Knipe	Work needed on Walnut, Prospect, Cherry, Oak, Boylston Circle and Main Circle. Additional work on Lake St from Grafton to Spruce needed as well. South St from Brook St to Arch St, Grafton St at Gold St and 300 feet northerly.	2
Highway	Resurface Memorial Drive (Rt. 140) from Rt. 9 to Grafton town line.	Howland & Knipe	Letter sent to MassDOT requesting inclusion in TIP so that we can use Ch. 90 funds on other streets. \$916,000 estimate. Consultant needed for "book job" design of improvements.	2
Water	Water Allocation Study	Howland, Tozeski, Morgado, & Las	Reviewing distribution system and projected needs/demands; will make recommendation to reserve capacity for future economic growth.	2
Parks & Rec	Dean Park Improvements	Snell	Future improvements needed for drainage swale and paving improvements.	2
Parks & Rec	Lake Street Park Development	Snell	Development was put on hold as waste water treatment plant options were explored. Now the need is to seek funding and partnerships with sports groups to develop the area for recreation.	2
Bldg & Grounds	Update School System wide facility study and include municipal facilities	Morgado & Cox	Funding for study shifted to capital budget FY 2013	2
Bldg & Grounds	FY 2015 Capital Projects	Cox	Under development via Capital Budget process	2
Planning	Update / Recodify Zoning Bylaw	Las	Exploring with TZC and Planning Board; part of Master Plan work.	2

Explanation of Tier Classifications

Tier 1 - Projects which are under active design and construction or projects scheduled for construction within the next twelve (12) months.

Tier 2 - Projects under active study and review which are planned for advancement to Tier 1 status within the next twelve (12) months.

**POLICY STATEMENT
BOARD OF SELECTMEN**

Title: Water Bill Abatements

Policy Number: 22

Adoption Date: January 13, 2015

Revision Date:

Purpose: To set a standard policy on the abatement of water bills that are considered extraordinary for single family residential customers.

Policy:

1. Extraordinary bills are those bills that reflect consumption that exceeds 20 times the average quarterly consumption for the preceding four quarters prior to the extraordinary increase in consumption. The reason for the extraordinary increase in consumption must be identified and be associated with a water leak that has been repaired.
2. The person receiving the abatement must live in an owner occupied dwelling and the person must be 70 years or older or living in a diminished capacity. Evidence of a limited total household income must be produced
3. The abatement shall be up to 80% of the consumption.
4. The resulting reduced bill must be paid in full within 90 days after the abatement is granted by the town manager with written notice to the Board of Selectmen. Interest charges shall apply on the reduced bill amount.
5. The Board of Sewer Commissioners is encouraged to issue a similar abatement amount to that authorized under this policy.
6. The effective date of this policy is January 13, 2015 and may be applied retroactively to January 1, 2014.