**Office of the BOARD OF SELECTMEN**

TELEPHONE: (508) 841-8508
FAX: (508) 842-0587
Selectmen@shrewsburyma.gov

**TOWN OF SHREWSBURY**
Board of Selectmen Meeting
Board of Selectmen’s Meeting Room
Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5398

Tuesday, March 24, 2020 - 7:00 PM

**MINUTES**

**Important Notice:** Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Shrewsbury Board of Selectmen will be conducted via remote participation to the greatest extent possible. All meetings and hearings listed in the agenda will also be done so through remote participation. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the town’s website, at www.shrewsburyma.gov/coronavirus. For this meeting, members of the public who wish to listen or watch the meeting may do so by visiting [https://www.shrewsbymediaconnection.org/](https://www.shrewsbymediaconnection.org/). No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting. To participate in the public comment portion of this meeting, dial [1-636-495-1574] and enter the following pin: [603 591 308#]. Please mute your device until the Chair of the Board of Selectmen addresses your agenda item or opens the meeting to public comment.

**Present:** Mr. Maurice DePalo, Chairman, Ms. Beth Casavant, Vice Chairman, Mr. John Lebeaux, Clerk, Mr. James Kane, Selectman

**Absent:** Mr. John Samia, Selectman

**Also Present:** Mr. Kevin Mizikar, Town Manager, Ms. Kristen Las, Assistant Town Manager, Mr. Jeff Howland, DPW Director, Mr. Dan Rowley, Water & Sewer Superintendent

Maurice DePalo opened the meeting at 7:00 pm and read the attached notice verbatim. All parties mentioned were available with the exception of Victor DeOliveira, Owner, ICar Auto, Inc. 306 Boston Turnpike.

**Preliminaries:**

1. **Approve bills, payrolls and warrants**
   On a motion by Ms. Casavant, seconded by Mr. Lebeaux, on a roll call vote, Mr. DePalo-yes Mr. Lebeaux-yes, Ms. Casavant-yes, and Mr. Kane-yes, the Board unanimously voted to approve warrants 2076, 2037, & 2078.

2. **Approve Minutes**
   There were no minutes to approve.
3. Announcements/Reports
None other than what is on the agenda.

4. Town Manager’s Report
None other than what is on the agenda.

Special Reports/Actions/Updates:

5. Coronavirus/COVID-19 from Town Manager
Mr. Depalo made a few comments related to COVID-19 and thanked all town employees. The staff has done excellent job both on site and remotely. Mr. DePalo also thanked residents for following advisories from federal and state government as well all health cares, pharmacy, grocery store workers, and all people that are working.

Mr. Mizikar read the attached report verbatim.

Mr. DePalo added that we have to deal with how we handle the annual town election and annual town meeting. The state is considering legislation that allows these to be postponed. The Board will address this at a later meeting.

6. Declaration of State of Emergency for the Town of Shrewsbury
Mr. Mizikar briefed the Board on the declaration of the state of emergency. Ms. Casavant wants residents to understand that this is a precautionary measure. Mr. Mizikar explained "First and foremost, the Declaration of Emergency will acknowledge just how serious this situation has become for our residents. Second, it provides authority from the Board of Selectmen to the Town Manager to take extraordinary but measured actions to facilitate and expedite the use of measured resources to protect our residents. Lastly, it allows for certain extraordinary financial and procurement actions to facilitate the operation of the Town." It was also noted that this puts the Town in the best position to receive aid from the Commonwealth and Federal Governments.

On a motion by Ms. Casavant, seconded by Mr. Lebeaux, Mr. DePalo-yes Mr. Lebeaux-yes, Ms. Casavant-yes, and Mr. Kane-yes, the Board unanimously voted to declare a State of Emergency for the Town of Shrewsbury.

7. Public Meetings during State of Emergency (COVID-19)
On a motion by Ms. Casavant, seconded by Mr. Lebeaux, on a roll call vote, Mr. DePalo-yes Mr. Lebeaux-yes, Ms. Casavant-yes, and Mr. Kane-yes, the Board unanimously voted to authorize public bodies of the Town of Shrewsbury to engage in remote participation in public meetings, in accordance with applicable law.

Meetings/Hearings:

8. 7:02 pm: Meeting with Dan Rowley, Water & Sewer Superintendent, for a status update on unidirectional flushing
Mr. Rowley read the attached report dated March 24, 2020 verbatim. Ms. Casavant commended Mr. Rowley on the communication and stated that she noticed a decrease in the amount of people experiencing discolored water, the work seems to be very effective.

9. 7:05 pm: Public Hearing with Victor DeOliveira, Owner, ICar Auto, Inc. 306 Boston Turnpike, for a Class II License
Mr. DeOliveira was not at the meeting. On a motion by Ms. Casavant, seconded by Mr. Lebeaux, on a roll call vote, Mr. DePalo-yes Mr. Lebeaux-yes, Ms. Casavant-yes, and Mr. Kane-yes, the Board unanimously voted to continue the public hearing to the next meeting.
10. 7:25 pm: Meeting with Mark Donahue, Attorney, to review and discuss a potential town meeting warrant article for a zoning map change related to 160 Holden Street

Mr. Donahue appeared on behalf of 160 Holden Street LLC, the recent purchaser of 160 Holden Street, known as the Worcester Sand & Gravel site. Mr. Donahue shared a map of 160 Holden Street. The parcel has two separate nodes of large tracks divided by Clinton Street. The westerly track of 160 Holden Street is currently undeveloped and in the Limited Industrial zoning district and may be phase two of the development. The east side of the southerly portion closest to Holden Street is the current operation of Worcester Sand & Gravel and is predominantly zoned in the Commercial Business district. Mr. Donahue’s client, 160 Holden Street, LLC, is seeking to have that portion become part of the Limited Industrial zoning district. 160 Holden Street LLC is a subsidiary of GFI Partners, a vertically integrated development company. There are a number of uses that the property could be appropriate for that is not allowed in the Commercial Business zone. Mr. Donahue referred to his letter dated March 16, 2020 and discussed the various uses that the parcel could be used for if the parcel was accepted in the Limited Industrial zone. Mr. Donahue stated that the property was recently acquired and here are no development plans in place, however, being able to zone the property appropriately is a key component.

Mr. Donahue pointed out the two town water wells that immediately abut the property and stated that discussions have been had with the Town Manager, Kevin Mizikar, and Assistant Town Manager, Kristen Las, regarding the importance of the protection of the wells. Mr. Donahue and his client are committed to work with the Town to protect the wells through fee ownership or other restrictions to provide well protection in those areas while also being able to confirm that it would not preclude appropriate development of the site.

Mr. Kane stated that he is supportive of the zoning request however it is going to be difficult to provide adequate information to abutters and town meeting members given the current situation of COVID-19.

Mr. Mizikar stated that Mr. Donahue and his client Mr. Goodman have met on several occasions to discuss the public water drinking heads in that area and is confident that they will find a solution for this development. Ms. Las stated that the Planning Board is prepared to have this item at their public hearings and the abutters have been notified. Mr. DePalo added that several Board Members have had discussions with the new owners and previous owners that the area for water protection is very important and they have committed to working with the town if the project moves forward.

Mr. DePalo asked all members if they were comfortable with moving this item forward to the Planning Board. All members agreed.

Mr. Donahue added that they would be mailing all Town Meeting Members and will plan to do an earlier mailing to give them information ahead of the Planning Board meeting. Mr. Kane asked that the proponent use an aggressive approach to reach abutters as well.

11. 7:35 pm: Meeting with Richard Ricker, Attorney, to review and discuss a potential town meeting warrant article for a zoning map change related to 59 Cherry Street

Mr. Ricker appeared before the Board on behalf of his clients Gold Street Nominee Trust, 59 & 59R Cherry Street, and Brendon Properties One LLC, 658 Boston Turnpike. Mr. Ricker stated that his clients are seeking a zoning change for properties 59 & 59R Cherry Street and 658 Boston Turnpike from the Commercial Business zoning district into the Limited Commercial Zoning business district in order to proceed with development plans of twenty duplexes in a senior housing complex, Adams Farm II. Senior housing may only be allowed by special permit from the ZBA and Planning Board. M. Ricker pointed out that the topography of the parcels from Route 9 also has a steep grade which provides a lack for commercial access and a curb cut permit at that location is unlikely and access from Cherry street is prohibited in the bylaw since the southeast portion of the site is zoned in Residence A. James Tatro, Engineer from...
Thomson Liston was on the call and further discussed the topography and difficulty to obtain a curb cut. Where property is zoned commercial business it would be difficult to have a commercial use through the residents.

Mr. Ricker requested that the Board send it to the Planning Board to continue it through the process. Mr. Kane stated that this proposal would be challenged by this current climate. Mr. DePalo stated that this is a relatively new proposal and there isn’t enough time to vet this well before Town Meeting and it would make more sense for the applicant to delay and come back in the fall for a special town meeting. The Board agreed with Mr. DePalo’s sentiments that it would be better for the applicant to pull this request and come back in the fall and agreed not to move it forward to the Planning Board, especially considering the fact that meetings at the current time are all done remotely.

12. 7:40 pm: Continued Public Hearing with Keith Lindem, Proposed Manager, 81 Clinton Pub, LLC, d/b/a Billy’s Pub, 81 Clinton Street, for an All Alcoholic Beverages Pouring License and Entertainment License. Hours of Operation Sunday through Saturday 11:00am-2:00am. Hours of Entertainment Friday and Saturday 7:00pm-11:00pm

Joseph Duggan, Property Manager, requested a continuance. On a motion by Ms. Casavant, seconded by Mr. Lebeaux, on a roll call vote, Mr. DePalo-yes Mr. Lebeaux-yes, Ms. Casavant-yes, and Mr. Kane-yes, the Board unanimously voted to continue the public hearing to the next meeting.

New Business:

13. Review and act on one (1) Associate Member appointment to the Zoning Board of Appeals for a one year term to expire on March 31, 2021

The Board agreed that it would be best to hold off at this time on an appointment and it is prudent to wait on this appointment given the current circumstances. Mt. Lebeaux commented that continuity is essential.

14. Review and act on the reappointment of Paul George, 20 Rice Street, Maribeth Lynch, 21 Westwood Road, and Peter Mulcahy, 4 Richard Avenue as members to the Zoning Board of Appeals for two year terms to expire on March 31, 2022

On a motion by Ms. Casavant, seconded by Mr. Lebeaux, on a roll call vote, Mr. DePalo-yes Mr. Lebeaux-yes, Ms. Casavant-yes, and Mr. Kane-yes, the Board unanimously voted to approve the reappointments.

15. Review and act on the reappointment of Kevin Byrne, 22 Elma Circle, and Matthew Armenti, 386 Lake Street, as Associate Members to the Zoning Board of Appeals for one year terms to expire on March 31, 2021

On a motion by Ms. Casavant, seconded by Mr. Lebeaux, on a roll call vote, Mr. DePalo-yes Mr. Lebeaux-yes, Ms. Casavant-yes, and Mr. Kane-yes, the Board unanimously voted to approve the reappointments.

16. Review and act to sign the Green Communities 2020 Grant Application

Ms. Las briefed the Board on the projects that would be included under this application. On a motion by Ms. Casavant, seconded by Mr. Lebeaux, on a roll call vote, Mr. DePalo-yes Mr. Lebeaux-yes, Ms. Casavant-yes, and Mr. Kane-yes, the Board unanimously voted to authorize the chairman to sign the Green Communities 2020 Grant Application.

17. Review and act on a 3 month extension request from Pharmacann relative to section 9C of the executed Host Community Agreement

Mr. Lebeaux recused himself from this action to avoid a conflict of interest. Mr. Mizikar recommended that the Board extend the HCA for 3 additional months. On a motion by Ms. Casavant, seconded by Mr. Kane, on a roll call vote, Mr. DePalo-yes, Ms. Casavant-yes, and Mr. Kane-yes, the Board unanimously voted to grant a 3 month extension.
18. Review and act on the partial road closure request from Jeffrey Howland, DPW Director, for Walnut Street from Main Circle to the North intersection of Hillando Drive from mid-April to late-May

Mr. Howland explained the need for the closure as outlined in his memo dated March 17, 2020. On a motion by Ms. Casavant, seconded by Mr. Lebeaux, on a roll call vote, Mr. DePalo-yes Mr. Lebeaux-yes, Ms. Casavant-yes, and Mr. Kane-yes, the Board unanimously voted to approve the closure.

Correspondence: The Board of Selectmen will review and possibly act on the following:

19. Email, dated March 6, 2020, from State Representative Hannah Kane, re: Transportation Bond Bill Update- so noted
20. Email, dated March 12, 2020, from State Representative Hannah Kane, re: Update on COVID-19 State Actions & the Baker-Polito Administration Announces Emergency Order Modifying the State’s Open Meeting Law- so noted
21. Email, dated March 15, 2020, from Joseph Sawyer, School Superintendent, re: Extended School Closure Message- so noted
22. Letter, dated March 16, 2020, from Jeffrey Howland, DPW Director, re: Pavement Management Program 2019- so noted
23. Email, dated March 16, 2020, from State Representative Hannah Kane, re: Town Governance Legislation- so noted
24. Letter, dated March 18, 2020, from State Representative Hannah Kane, re: H.4572, An Act to address challenges in town governance resulting from COVID-19- so noted
25. Email, dated March 19, 2020, from State Representative Hannah Kane, re: HD4928 - An act Relative to Election Emergencies- so noted
26. Letter, dated March 19, 2020, from Town Manager Kevin Mizikar, to Representative James O’Day and Senator Becca Rausch, Joint Committee on Municipalities and Regional Government, re: H.4572 Comments- so noted
27. Letter, dated March 20, 2020, from Nick Repekta, Highway Division Manager, re: Street Sweeping Report- so noted

On a motion by Ms. Casavant, seconded by Mr. Lebeaux, on a roll call vote, Mr. DePalo-yes Mr. Lebeaux-yes, Ms. Casavant-yes, and Mr. Kane-yes, the Board unanimously voted to adjourn at 8:43 pm.

Respectfully Submitted,

Valerie B. Clemmey
Administrative Assistant to the Board of Selectmen

Referenced Documents
Remote Meeting Script for Boards & Committees_Shrewsbury_COOVID-19_3_23_2020 BOS Meeting
COVID-19 Report from the Town Manager dated March 24, 2020
Unidirectional Flushing Update dated March 24, 2020 from Dan Rowley, Water & Sewer Superintendent
Letter dated March 16, 2020 from Richard Ricker re: Adams Farm II Zoning Cherry Street
Letter dated March 16, 2020 from GFI Partners re: Worcester Sand & Gravel Zoning
Letter dated March 17, 2020 from Jeff Howland, DPW Director, re: Walnut Street Partial Road Closure Request
DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS
Effective March 23, 2020

Confirming Member Access:
As a preliminary matter, this is Maurice DePalo, Chair of the Board of Selectmen. Please permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

● Members, when I call your name, please respond in the affirmative.
  o Beth Casavant
  o John Lebeaux
  o Jim Kane
  o John Samia

● Staff, when I call your name, please respond in the affirmative.
  o Kevin Mizikar
  o Kristen Las
  o Dan Rowley
  o Valerie Clemmey

● Anticipated Speakers on the Agenda, please respond in the affirmative.
  o Victor DeOliviera
  o Richard Ricker
  o Mark Donahue

Thank you. Please remember to mute your device until I call on you to speak.

Introduction to Remote Meeting:
Good morning/afternoon/evening. This Open Meeting of the Board of Selectmen is being conducted remotely consistent with Governor Baker’s Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the “COVID-19 Virus.”
In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor’s Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted on our website, allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature public comment.

For this meeting, the Board of Selectmen is convening by Google Hangouts as posted on the Town’s Website identifying how the public may join.

Please note that this meeting is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to “screen share” your computer unless asked by the chairperson or the staff person. Anything that you broadcast may be captured by the recording.

**Meeting Business Ground Rules**

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I, Maurice DePalo, Chair, will introduce each Board Member or Staff Member who has the lead role for this particulate item or guest/speaker associated with this item on the agenda. After they conclude their remarks, the Chair will go down the line of Members first and then to staff members, inviting each by name to provide any comment or questions. I will then call upon the members to offer a motion and then for a second. Please hold until your name is called. Further,

  - Please remember to mute your phone or computer when you are not speaking; remember that unless a document is being shared, your camera feed is triggered by your speaking or background noise;
Please remember to speak clearly and in a way that helps generate accurate minutes

For others in attendance that are expected to present:

- Please hold until your name is called to present
- Please remember to mute your phone or computer when you are not speaking; remember that unless a document is being shared, your camera feed is triggered by your speaking or background noise;
- Please remember to speak clearly and in a way that helps generate accurate minutes
- After your presentation, members of the Board/Committee will be given the opportunity to ask questions

- For Items with Public Comment (Public Hearings):

  After members have spoken, the Chair will afford public comment as follows:

  - The Chair will first ask members of the public who wish to speak to identify their names and addresses only;

  - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.

- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.

- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.

- Finally, each vote taken in this meeting will be conducted by roll call vote.
COVID-19 Report from the Town Manager - 3/24/2020

The following is a transcript of the report given to the Board of Selectmen at its meeting on March 24, 2020. The meeting can be viewed here: https://youtu.be/9TmqQVdVRpE

“Thank you Mr. Chairman for the opportunity to update the Board of Selectmen and the residents of the Town of Shrewsbury on the actions the Town has taken in response to the Global Coronavirus Pandemic.

First, I want to report that currently the Town of Shrewsbury has three residents that have tested positive for COVID-19. Town officials will notify residents of any new cases on a daily basis.

Starting the middle of the Week of March 2nd the Town began taking additional and extraordinary measures to reduce exposure to the infection of the coronavirus to students and staff School and Town-wide. These initial efforts were led by the Public Buildings Division through enhance cleaning in all public buildings.

Upon the issuance of the declaration of State of Emergency by Governor Baker on March 10th, the Board of Selectmen requested the Town Manager’s office begin to prepare for our response to the upcoming challenges. With the support of the entire leadership team, Assistant Town Manager Kristen Las, led the development and refining the Town’s continuity of operations (COOP) planning for this specific challenge.

From the outset of the planning efforts and at the center of each decision we have made, no matter how big or small we have had two simple priorities:

First, preserve and protect the residents of the Town of Shrewsbury taking any and all actions that we can as a local government to reduce their risk of exposure.

Second, ensure the long-term continuing operations of each and every department of the Town of Shrewsbury.

Please know that all Town departments are operating. Specifically please let me assure you that we are servicing our most vulnerable residents by providing meals-on-wheels to elders and the school department is serving grab and go lunches to families who need them. Of course the police, fire, water/sewer, school administration and SELCO are fully operational.
In order to meet those goals we have had to take extraordinary actions. We continue to assess the current situation, review all actions that we have taken on a daily basis and make changes.

To date those actions have including the following:

- **Sunday March 15** the decision was made to close all Town Buildings to the Public with the Exception of the Police Station and Fire Headquarters
- The Town’s Emergency Operations Center has been activated and is fully operational should we need to run our response and daily operations from that environment
- Website has been established at www.shrewsburyma.gov/coronavirus for information surrounding this pandemic. I encourage residents to visit that page and click the "Notify Me" link to sign up for notifications to be sent to their email and/or cell phone. (perhaps you could window share to the page and show where that link is). An update will be sent each day at or around 4:30 pm with additional positive cases, if any, and notifications will also be sent on any town specific coronavirus related notifications through the covid-19 alert center.
- **A COVID-19 Information Line has been established at 508-799-1019.** The line provides facts and information about COVID-19, how to stop the spread, what to do if someone is experiencing symptoms and quarantine information. The line will be available in multiple languages. If you have a medical emergency, please dial 911 and not that information line.
- **Town Building Status:**
  - All Town Buildings with the Exception of the Police Station and Fire Headquarters will be CLOSED to the public through Tuesday April 7th, 2020.
  - Staff will be available by phone/email during normal business hours (M-F 8:00 am- 4:30 pm). Staff are working on alternative and rotating work schedule to ensure long term operations.
  - Although the Senior Center is closed, the Meals on Wheels program will continue to operate, until further notice.
  - Transportation provided by the Council on Aging has been temporarily suspended.
  - Shrewsbury Public Schools CLOSED until April 7, 2020 and they have a variety of information on their website at schools.shrewsburyma.gov
  - Town & School playgrounds and courts are CLOSED until further notice. We want residents to be able to enjoy our parks but to also stay safe and well. Please use the parks for passive recreation activities such as walking, hiking trails, or enjoying nature.

Some other useful information that is also detailed on the shrewsburyma.gov/coronavirus page:

- Trash & Recycling will still operate as scheduled.
- Please visit our Solid Waste page on the website to review all retailers that provide blue bags. We are communicating regularly with our bag supplier and there is no disruption anticipated in the supply chain. Those retailers with delivery services will be able to deliver blue bags like other commodities subject to minimum delivery amounts or other restrictions.
- Effective March 18, 2020, Waste Management temporarily closed its residential call center. During this time, please contact the Shrewsbury Department of Public Works at 508-841-8502 to report any missed
pickups or to schedule any bulky items for collection. Waste Management is also asking residents to make sure that their bags are completely closed to prevent potentially contaminated items from becoming loose.

- Simple Recycling (pink bag textile pickups) have temporarily suspended operations across the commonwealth
- A drop-box is located outside of the front entrance at Town Hall for the payment of bills or other non-USPS mail. A larger drop-box (green) is located at the front entrance for the drop-off of any other town related correspondence that won’t fit in the smaller box.
- All Town sponsored recreation activities and programs are postponed. A new date for the registration of summer programs will be announced.

Town is well positioned to operate in a remote environment because of our IT infrastructure: Laptops, Google Suite, VPN, DocuSign. We do ask for residents' patience during these times. Some specific things:

- Given reduced on-site staffing levels your call may not be answered live. However, leave us a message and you call will be returned
- Please use our online payment portal by Clicking the Pay Online from the homepage of our website.

Some other matters:

- The SPD and SFD have and will continue to Support of CVS COVID-19 Testing Site. This site has been exclusively used for testing of first responders and medical personnel since it opened last week. This site may transition to testing individuals over 65 years of age with symptoms that have a pre-arranged appointment.
  - IT IS NOT FOR UNSCHEDULED SERVICES
- Revised and Enhanced Mutual Aid Agreements with surrounding Towns
- Mr. Rowley will detail scaled back capital improvement projects effective today 3/24/2020 in the Water Department

PUBLIC HEALTH: CMRPHA - dividends and benefits. Dr. Hirsh, Karyn Clark, their staff

- In contact several times per day
- Utilizing School nurses to support public health nurses in tracking of positive cases and direct contacts.

Town is well positioned to operate in a remote environment because of our IT infrastructure: Laptops, Google Suite, VPN, DocuSign

As you can see from tonight’s meeting, we are preparing essential Boards and Committees to meet remotely and continue their very important work.

During this time Town Staff have had unprecedented support from the Board of Selectmen, State Representative Hannah Kane, Lt. Governor Karyn Politio, Senator Michael Moore and US Congressman Jim McGovern. Congressman McGovern called today to remind us he is just a phone call away to provide what is needed for Town operations and to provide updates on the relief packages he is working on in Washington.
As Representative Kane has worked to pass critical legislation on the House floor she has reached out to me to ensure the legislation has all the necessary provisions to address Shrewsbury’s unique needs. Her work on behalf of the Town has led to specific provisions in the various laws that will benefit our operations and all Towns in the Commonwealth.

Lt. Governor Polito has regularly, despite the immense amount of work she is doing for the Commonwealth, reached out to ensure the stand up of the CVS testing site, review the Town’s planning efforts and to ensure we had her support when needed. She explained a very detailed bill that was filed today regarding municipalities and their operations, including town and school.

Thank you Marc Serra/SMC making this and future live stream meetings possible.

Thank you to the Town employees that are working through these challenges.

Thank you to residents for your outreach, contributions and patience.

Thank you to the Board of Selectmen for your leadership in these times.”
Updated on March 24, 2020

Mr. Maurice DePalo, Chairman
Shrewsbury Board of Selectmen
100 Maple Avenue
Shrewsbury, MA  01545

Re: Unidirectional Flushing Update

Dear Mr. DePalo,

This letter has been prepared to update the Board of Selectmen on the progress of the unidirectional flushing program since it was initially presented at your October 8, 2019, meeting.

**Background**

To better maintain our water distribution system and improve water quality, the Town of Shrewsbury engaged engineering firm, Tata and Howard, to develop a unidirectional flushing program.

Developing the program was the first step in formally adopting this process, which has been proven to be very effective in other communities. This engineered program focuses on isolating small sections of water main, which are flushed systematically; starting at a clean source such as a storage tank or the water treatment plant, and the mains are sequentially flushed outwardly. The Town’s water distribution system is divided into twelve sections for flushing, each having between 36 and 138 "sequences" or sections of water main to flush.

Utilizing funds secured at the 2019 Fall Special Town Meeting, the Water and Sewer Division entered into a contract with Hydra Tech Inc. of Sterling, Massachusetts, for unidirectional flushing services. Once the procurement process was complete, Hydra Tech started unidirectional flushing in early December. The current contract includes four sections to be flushed, which were selected based on water quality calls received by the Department in past years. As weather permitted, Hydra Tech continued working through the winter.

A leader in the water industry, Hydra Tech’s systematic approach to the project has been very beneficial to the progress of the flushing. They have two crews working; the first crew locates the valves to be closed for the flushing sequence, cleans, and then exercises them to confirm they can be used for the flushing program. The second crew performs the unidirectional
flushing following the program. During the flushing process, the static and residual water pressure is measured, as well as the volume of water used. This information is important to allow the Town to ensure the water distribution system is functioning correctly.

**Progress to Date**
Since the beginning of December, Hydra Tech has completed all of one section and 40% of the second section.

The first section completed was Zone 5 (as identified on the map) and is comprised of 18 miles of water main with 144 gates that were exercised. This section included a portion of Gulf Street, the Wachusett Avenue area, The Planets, and a section of Spring Street and the adjoining streets. Unidirectional flushing of the second section, Zone 7, is currently in progress and consists of 16 miles of water main and 182 valves that will be cleaned and exercised. This includes a portion of Main Street between Maple Avenue and Monadnock Drive (including adjacent streets), the area on Maple Avenue from Main Street to Rosedale Avenue, and Grafton Street from Main Street to Stonybrook Lane. The other two sections that will be unidirectionally flushed as part of the initial contract are Zone 6 and 8. Since all of these zones are in the high pressure section of the water system, they are being flushed using water from the Masonic Tanks.

Properly functioning valves are a key asset to our water distribution system and cleaning and exercising them on a regular basis is essential maintenance. During this program, Hydra Tech identified a valve at the intersection of Spring Street and Holman Street that was on the verge of failure, and another that was closed completely resulting in reduced water supply to Spring Terrace. Through this proactive maintenance program, we were able to replace the valve on Spring Street before it failed and restore normal water pressure on Spring Terrace by opening the improperly closed valve. As the program progresses, we anticipate identifying and addressing additional valves that have the potential to fail. The contract with Hydra Tech includes replacing up to 10% of the existing gate valves based on the lack of valve exercising and maintenance in the past.

Recently, a valve failed suddenly while being closed during the flushing process at the intersection of Grafton Street and Raymond Avenue. Fortunately, crews were on-site and could isolate the area immediately and make the necessary repairs. Properly functioning valves are essential for the unidirectional flushing program and are critical in the event of a water main break.

We have received feedback from residents that this program has improved water quality. We have seen the greatest benefits in flushing mains that are dead ends, such as streets with cul-de-sacs. Hydra Tech has reported that the mains they unidirectionally flushed in Zone 7 have removed the most manganese. They also mentioned that they are flushing each sequence longer than expected in the plan developed by Tata and Howard, which is typical of the first time using this program. Overall, we have seen a reduction in discolored water calls throughout Town. Since the flushing is started from a tank, the lines are clearing up nicely and we have only had one discolored water issue. Through the use of social media and News Flash on the Town’s website, we have provided advanced notification of the areas being flushed so residents are aware of the work taking place.
Future Flushing Plans
The unidirectional flushing program is currently paused through April 7th as everyone works to limit the spread of COVID-19. The suspension was done because any time maintenance is performed on the water distribution system, there is an inherent risk of causing an unexpected failure with a valve or section of water main. These repairs require water service to be discontinued in the impacted area to allow for repairs to be completed and, on occasion, our staff to enter a home or business, which we are working to avoid unless there is an emergency during these difficult times. Once concerns regarding COVID-19 have subsided, Hydra Tech will continue with valve exercising and unidirectional flushing. We hope to complete the remaining sections included in the contract before the demand for water increases as summer approaches. I will provide future updates as the program continues.

Sincerely,

Daniel Rowley
Superintendent of Water & Sewer
March 16, 2020

Maurice DePalo, Chairman
Shrewsbury Board of Selectman
100 Maple Avenue
Shrewsbury, MA 01545

RE: Worcester Sand and Gravel Property Shrewsbury, MA

Dear Chairman DePalo and Members of the Board:

By deeds recorded on January 28, 2020, GFI Partners through its subsidiary 160 Holden Street, LLC, acquired the land and business operations commonly known as Worcester Sand and Gravel off of Holden Street in Shrewsbury. GFI is a full-service real estate advisor based out of Boston which is actively involved in the ownership of commercial industrial properties throughout the Northeast. I would refer you to our website (www.gfipartners.com) for a more complete picture of our Company’s background and capabilities.

The site has essentially two (2) large nodes, each upon Holden Street but on opposite sides of Clinton Street. That portion of the site located westerly side of Clinton Street is contained within the Limited Industrial Zoning District. That site is essentially undeveloped and will most likely be Phase II of our development plans.

The active parcel used by Worcester Sand and Gravel (which will continue in operation under our ownership as an active business) is contained on a site shown generally on the Plan I have attached and located northerly of Holden Street and easterly of Clinton Street. This portion of the site is zoned within the Commercial Business Zoning District. It is this portion of the site that we seek your Board’s support in obtaining a zoning map change so as to cause the land owned by 160 Holden Street, LLC currently contained in the Commercial Business Zone to be included within the Limited Industrial Zoning District.

While our analysis of the appropriate manner for the development of the site for which we request to be rezoned is just now being developed, it is readily apparent that many of the uses that could appropriately occur upon the site do not fit well within the Commercial Business Zoning District but do within the parameters of the Limited Industrial Zoning District. By way of example, we can certainly foresee that some of the following uses would find the site attractive but would be precluded while in the Commercial Business Zone:

1. Basic and applied research and development in the electronic, computer, instrumentation, photonics and communication field.

2. Basic and applied research and development of pharmaceutical, biotechnology and biomedical field.
3. Electronic data storage centers.


5. Parcel distribution centers and wholesale distribution plants.

6. Research laboratories and accessory uses thereto.

7. Warehousing and distribution.

While there are certainly obligations we would have to demonstrate that any of these uses are appropriate for the site and our design would need to address all reasonable concerns, the preclusions demonstrated by this list would prevent the appropriate development of the land. As such, we respectfully ask the Board of Selectman to include upon the 2020 Annual Town Meeting Warrant an Article to Amend all or a portion of the Commercial Business Zone lying north on Holden Street and east of Clinton Street from the Commercial Business Zone to the Limited Industrial Zone.

We have had the opportunity to meet initially with Mr. Mitzikar and Ms. Las to discuss our ownership. They have drawn to our attention the ownership and operation by the Town of two (2) public drinking water wells. One (1) of the wells abuts our site and the other actually juts into our land through a small parcel. The Manager has expressed the desire to expand the control of the Town within a certain distance of the wellhead through either ownership or permanent restriction. We have told the Manager and reiterate to your Board our willingness to work with the Town to provide additional wellhead protection to the Town in and upon land currently owned by 160 Holden Street, LLC and to do so in a manner that does not materially impede upon our development plans. We are committed to continue to work with the Manager and his office in the exploration of this issue. We note for your information that our Company has recently been engaged on a property that has a similar configuration in Franklin, Massachusetts and has been working cooperatively and successfully with that community to meet its needs.

Our team would welcome the opportunity to discuss the request for the inclusion of the zone change on the Town Meeting Warrant and ultimately the merits of same for the Board’s convenience.

Very truly yours,
GFI Partners, LLC

[Signature]

Steven E. Goodman
March 16, 2020

Town of Shrewsbury
Board of Selectmen
100 Maple Avenue
Shrewsbury, MA 01545

Dear Chairman DePalo and Members of the Board:

On behalf of Gold Street Nominee Trust and Brendon Properties One, LLC I am enclosing a proposed Warrant Article for inclusion in the Warrant for the 2020 Annual Town Meeting. The Article relates to the potential use of currently vacant property at 59 and 59R Cherry Street.

The Article proposes to amend the Zoning Map of the Town of Shrewsbury so as to include a portion of the land identified on the Town Assessors Map 34, a portion of plot 59 and all of plots 59R and 658, currently zoned as Commercial Business and Limited Industrial Districts in the Limited Commercial Business District.

Also included herewith are three sets of the following together with a flashdrive containing a digital copy of the same:

1. Petition for Zoning Amendment Application completed and signed;
2. A copy of the existing zoning map showing area subject to petition, ownership information, abutting property owners, and adjacent land uses;
3. A plan showing the proposed zoning change and conceptual development plans;
4. A legal (metes and bounds) description of the land subject to zoning petition prepared and certified by a registered Land Surveyor; and
5. A written statement indicating the purpose for proposing the amendment and any impacts of said amendment on the Town and potential future development.

On behalf of the Owners, Gold Street Nominee Trust and Brendon Properties One, LLC, we would respectfully request the Board of Selectmen to include the warrant article in the 2020 Annual Town Meeting Warrants.
We look forward to the opportunity to discuss with the Board of Selectmen, the Shrewsbury Planning Board, Town Staff and interested residents the substance of the proposed Warrant Article and the proposed use of the above-mentioned sites.

Very truly yours,

Richard Ricker
RR:jav
Enclosures
March 17, 2020

Mr. Maurice DePalo, Chairman
Shrewsbury Board of Selectmen
100 Maple Avenue
Shrewsbury, MA 01545

Re: Walnut Street
Partial Road Closure Request

Dear Mr. DePalo,

As part of the on-going water main improvement projects, the Water and Sewer Division will be replacing the 55 year old 6” diameter cast iron water main in Walnut Street from Main Circle to the northern most intersection with Hillando Drive. Haluch Water Contracting, Inc. is currently finishing the water main and services in Main Street and remaining portion of the project is the Walnut Street replacement. Haluch anticipates starting Walnut Street in mid-April and completing the work in mid to late May. Due to the narrowness of Walnut Street we are requesting road closures during working hours (typically 7:00 am to 4:00 pm).

Assuming school resumes their normal schedule before or during the anticipated road closure, we have reached out to the school department for the impact of the road closure on busing. We will modify the construction activity as necessary. We have attached a draft road closure map and we will provide road detour information on the Town’s Website, Twitter, Facebook, etc. and will put out a Code Red of the immediate effected areas when we get closer to the road closure date. We are requesting approval to close the affected road and will keep the Board apprised of the schedule and progress.

If you have any questions or comments prior to the meeting, please feel free to contact the Public Works Department.

Sincerely,
Department of Public Works
Town of Shrewsbury
Jeffrey W. Howland, P.E.
Director of Public Works

cc: D. Rowley, Shrewsbury Water & Sewer Superintendent
    K. Mizikar, Town Manager
    K. Las, Assistant Town Manager
    Andrew Truman, P.E., Town Civil Engineer
    N. Repekta, Shrewsbury Highway Division