



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, June 14, 2022 - 7:00 PM

Minutes

Present: Mr. Maurice DePalo, Chair, Ms. Beth Casavant, Vice Chair, Ms. Theresa Flynn, Clerk, Mr. John Samia, Selectman, Ms. Michelle Conlin, Selectman

Also Present: Mr. Kevin Mizikar, Town Manager, Ms. Taylor Galusha, Principal Department Assistant (Board of Selectman and Town Manager)

Mr. DePalo called the meeting to order at 7:00 PM.

Preliminaries:

1. **Approve bills, payrolls and warrants**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve bills, payrolls, and warrants 2245, 2296ME, 2296, 2247, 2298, and 22100.

2. **Approve Minutes of May 19, 2022, May 21, 2022, May 24, 2022, May 26, 2022, and June 6, 2022**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the minutes of May 19, 2022, May 21, 2022, May 24, 2022, May 26, 2022, and June 6, 2022 as written.

3. **Announcements/Reports**

Ms. Casavant announced that the Community Fridge is now open and located right outside the side door of the Council on Aging. She noted that it is a take what you need, give what you can model and it has gotten a lot of use since it opened. The fridge is sponsored by the Shrewsbury Rotary Club and she thanked Phil Blumberg for donating his time to create the shed structure that encapsulates the fridge.

Mr. DePalo announced that the Shrewsbury Fire Department "First Responders" have been chosen as the recipients of the Shrewsbury History Award from the Historical Society. The award is given to a person or organization that shows a record of outstanding leadership service to the community.

Mr. DePalo also gave a summary of the Kid's Equipment Day from the previous weekend - After a two year hiatus, Kid's Equipment Day was back and well attended by over 500 people at the Municipal Highway Garage. Children received a construction hat or a fire hat, construction bracelets and Dig Safe bags with handouts on recycling, yard waste, town parks, and dig safe information.

Residents brought donations of condiments and paper goods to help stuff a truck. Donations were delivered to St. Anne's Human Services Food Pantry. Stuff a Truck is an initiative of the New England Public Works Association. This is the Town's second year participating. Children, young and old, signed their name on the snow plow. This plow will be on display all year at the Municipal Garage.

Preschoolers to Middle Schoolers participated in the Name a Snow Plow Contest. Youth were able to create a name for one of the 8 front line snow plow trucks. We are in the process of notifying winners. Names suggested included: Fluffy, Uncle Mack, Popcorn, Bull Dog, Monster, Plow Jones, Blaze, Snowflake, Stormy and Blizzard.

Staff participating in the event included the Department of Public Works: Highway, Engineering and Parks & Recreation along with the Fire Department and Police Department.

Mr. DePalo also welcomed various new employees to Town that have been hired since April and congratulated Jean Giles on her retirement from the Department of Public Works after serving the Town for almost 29 years.

4. **Town Manager's Report**

Mr. Mizikar introduced Avery Kurzontkowski, who is interning in Town Hall with various Town Departments for the summer.

Mr. Mizikar also recognized Mr. DePalo for receiving the Service Award from the Central Massachusetts Regional Planning Commission at a ceremony that was held on June 9th to recognize his 18 years of service.

Mr. Mizikar also noted that the Commonwealth of Massachusetts will be issuing a mattress disposal ban and the Town is currently exploring other options to provide residents for their use as the mattresses will need to be recycled.

Special Reports/Actions/Updates:

5. **COVID-19 Updates on Positive Case Counts and Vaccination Data**

Mr. Mizikar noted that the Town did not receive data June 10, 2022, but the week prior, ending in June 3, 2022, there were only 77 cases so they are seeing a downward trend in positive cases in Town.

Meetings/Hearings:

6. **Meeting with the proposed manager Kristopher J. Lauzon and Eugene R. Richard, Esq. on behalf of Price Chopper Operating Co. of Massachusetts, Inc., d/b/a Price Chopper #229, 733 Boston Turnpike, regarding an Application for a Change of Officers/Directors/LLC Managers, Change of Ownership Interest, Change of Stock Interest, and a Change of Manager to their Section 15 All Alcohol Package Store License**

Mr. Eugene Richard, Mr. James Carlson Jr, and Mr. Kristopher Lauzon were present. Mr. Richard summarized the three requests and Mr. DePalo noted all of the needed documentation was submitted.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the Price Chopper Operating Company of Massachusetts, Inc., d/b/a Price Chopper #229's Application for Multiple Amendments to its Section 15 All Alcohol Package Store License.

New Business:

7. **Review and act to reorganize Town Departments**

Mr. Mizikar summarized the agenda item and presented the current and proposed Town Organization Structure. He noted that they are requesting the Board's formal approval of the official organization chart for the community. Mr. Mizikar summarized the changes - highlighting that they were focused in the organization of the Department of Public Works and the purview of the Assistant Town Manager of Community Development and Human Services. Changes would be effective July 1, 2022.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the organizational changes as presented to reorganize Town Departments.

8. Review and act on the Board of Selectmen Meeting Calendar for July 2022 to December 2022

Mr. DePalo summarized the agenda item.

Mr. Samia requested the Board moves the December 27, 2022 meeting to December 20, 2022 to avoid holiday travel.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the Board of Selectmen Meeting Calendar for July 2022 to December 2022 as amended during this meeting.

9. Review and act on proposed revisions to Board of Selectmen Policy #28 - Board of Selectmen Appointments to Municipal Boards, Committees, Commissions, and Ad Hoc Committees

Mr. Samia recommended to hold this item until the Board's June 28, 2022 meeting.

10. Review and act on the adoption of Board of Selectmen Policy #31- Public Comment at Board of Selectmen Meetings

Ms. Casavant summarized the agenda item. She noted that she worked with Mr. DePalo to create another draft and to shorten the policy. Board members thanked them for their work and provided suggestions that included the deadline being 24 hours prior to the meeting and additionally adding committee/vacancy appointments to the section related to topics that allow the chair to rule the individual out of order. Mr. Mizikar noted that all emails and voicemails are timestamped so requests won't be affected by a Monday holiday.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to adopt Board of Selectmen Policy #31- Public Comment at Board of Selectmen Meetings with amendments as discussed.

11. Review and act on the One-Day Common Victualler License Request of Maria Smith, Spirit of Shrewsbury, for Saturday, September 24, 2022 and Sunday, September 25, 2022

Mr. DePalo summarized the agenda item.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the One-Day Common Victualler License Request of Maria Smith, Spirit of Shrewsbury, for Saturday, September 24, 2022 and Sunday, September 25, 2022

12. Review and act on the 2022 Affordable Housing Rent Increase Request for Edgemere Crossing

Mr. DePalo summarized the agenda item.

Ms. Casavant asked why this is the only complex requesting the change. Mr. Mizikar noted that this is requested on a complex by complex basis and have done them for Quinn 35 in the past.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the 2022 Affordable Housing Rent Increase Request for Edgemere Crossing.

13. Review the Community Preservation Committee Plan and discuss future priorities related to the Community Preservation Act and Strategic Plan

Mr. DePalo summarized the agenda item and the purpose of the discussion. He noted that his comments are separate from the plan submitted by the Community Preservation Committee. He added that the CPC's Plan was well done. Mr. DePalo noted that he wants the Board to consider a discussion on their position on open space and what priorities they have going forward.

Ms. Flynn noted that she would want to invite the CPC to a meeting to summarize what their plan is and she thinks that would be helpful for the Board to hear the plan and see what the CPC wants to see, and what the collaboration and partnership would look like.

Mr. DePalo added that he would want to develop a draft concept action plan and get public input on it and see what that group has identified as priority items, then each appropriate committee would oversee a specific action area. This plan would then be vetted through the strategic outcome areas so it is aligned.

Mr. Samia thanked Mr. DePalo for his comments and noted that the Board should finish the strategic planning process and the more immediate visioning process. He thinks they should finish the remaining parts of the strategic planning process and the Board's goals from what we hear from the public during the community feedback process. He added that he agrees that it is important for all the boards and committees in Town to talk regularly to use resources in the best way possible.

Mr. DePalo noted they need an outline of where the Town should go in that area of open space- not just for the Community Preservation Act.

Ms. Casavant noted that she always sees value in having discussion around the Board's goals and priorities and understanding from the strategic plan what the community wants to see and have access to in the future and how we go about that. She noted that she is not clear on the timing and how we do this and do it in tandem with the strategic plan.

Mr. DePalo noted that for their Board Ms. Casavant is probably right and the Board needs to get on the same page in this area and start the discussion with the other groups afterwards. He added that they need a starting place and that he does not think it is helpful to not have a vision for where the Town goes and this plan would be a subset of the strategic plan.

Ms. Casavant agreed they should have a workshop soon.

Ms. Flynn noted that she would like to meet with the CPC before they have a workshop, noting that their plan would inform her personal thoughts going forward with this.

14. Review and Discuss American Rescue Plan Act Phase II Funding Process

Mr. Mizikar summarized the agenda item and gave a presentation on the ARPA Phase II funding Process. He noted that they wanted to recap where they are in the process and what ARPA is. He noted that the Town only has half of the funds on hand but expected to receive the other half this summer.

Mr. Mizikar noted that the Final Rule had been published in January from the Treasury and they became effective April 1, 2022. It offers standard allowance for revenue loss up to \$10 million. The largest change made was able to treat the first \$10M as revenue loss - which is the most desirable category and enables the Town to spend funds in any area where they have statutory authority.

For ARPA Phase I the Town has committed \$3,876,422 including – one time expenditures in Lieu of Tax Levy use of \$465,577, Departmental Funding Requests – Public Health Related \$1,362,200 and Negative Economic Impacts Related \$497,045, and Investments in Water and Sewer Infrastructure - \$1,551,600. From Tranche I, \$1,881,420.43 are unencumbered. Mr. Mizikar noted that there is not going to be another pandemic reserve or round of funding in the future and the Town should consider keeping \$800K unencumbered for the time being.

For ARPA Phase II, Mr. Mizikar noted the Board's workshop and the thoughts from that including the pandemic reserve recommendation of \$800,000, a capital investment, release of \$750,000 for Phase II, and projects/programs that directly benefit residents.

Mr. Mizikar summarized the internal process for the Phase II funding requests. They received 23 requests for funding submitted by Town Departments totaling \$2,375,583 and from that there were 6 requests that fully met the general BOS criteria totaling \$220,601.50. Mr. Mizikar also noted additional requests and recommendations brought up by the Board including fuel assistance and other projects that would directly benefit residents.

The six project requests that fully align include:

- Parks and Recreation: This proposal is for a batting cage to be placed at Dean Park near field # 3 (By the pond). The batting cage would be for girls and boys, primarily in Shrewsbury Little League to practice their swing and batting techniques. This will provide a safe area for players to work on those skills. There are 600 players in the league and over 300 players use the front fields at Dean Park and would benefit from this amenity - \$ 17,781.50
- Parks and Recreation: The purchase of ADA accessible picnic tables for the Dean Park Pavilions and Picnic grove will benefit residents who use the facilities for group outings and allow everyone including wheel chair users to have adequate seating - \$7,420.00
- Board of Selectmen/Town Manager: Establish the following new methods of communication/engagement with residents through the Office of the Board of Selectmen and Town Manager: Quarterly Newsletter, Start Up Costs for Monthly Town Manager Podcasts, Development and Start Up Materials and Associated Costs of a Citizen's Academy - \$50,000
- Library: Through the pop-up library, we propose to reach those residents who are unable to enter the library's physical space due to, but not limited to, social distancing regulations, health conditions that make it unsafe for them to be in public spaces, lack of transportation, accessibility restrictions, or lack of awareness of library services. The first step is identifying locations to visit to reach non-users of the library. Communicating with the Shrewsbury Housing Authority will help us identify how the library can serve tenants of properties managed by the Housing Authority. Outreach services, including spreading awareness of all library services, will also be extended to residents of various apartment complexes in town.

This extension of library services and promotion of the library will be in keeping with the library's mission to maintain the library as a community hub. The pop-up library will consist of two capable and enthusiastic librarians who will spread the library's message by visiting the underserved with a folding table, chairs, a computer, scanner, receipt printer, a hot spot, library cards, and circulating books and other materials. The librarians will help residents get library cards and check out materials; and provide technology help when needed, such as assistance with downloading e-books or accessing e-resources. In addition to the residences at the Shrewsbury Housing Authority and other apartment complexes in town, pop-up libraries can be taken to parks frequented by families, the Farmer's Market, Spirit of Shrewsbury and other outdoor venues. Copies of the quarterly newsletter, brochures and flyers promoting the library's resources can be distributed. This will be a marketing and publicity tool - \$55,400

- Human Services Leadership Team: One of the goals established by the Shrewsbury Selectmen is to address the changing demographics in the town and residents' expectations of services.

As the number of non-native English speaking people increases in Shrewsbury, it is important to offer translation services for written, electronic and multimedia communication to ensure equitable access to information. This proposal is to retain a translation service for town of Shrewsbury employees to use when serving our residents and others wishing to do business in Shrewsbury whose first language is not English.

Population & Demographics

The population of Shrewsbury, as per the 2020 Census, was 38,325.

Age:

- 23.3% of the population is under the age of 18
- 16.7% is 65 years of age or older.

Race and Ethnicity

- White – 72.9%
- Black or African American – 3.0%
- Asian – 19.1%
- Hispanic or Latino – 4.8%
- Two or more races – 3.5%
- Foreign born persons, 2015-2019 – 23.7%

Scope of services:

Provide reliable and accurate translation of content on the town website

Provide reliable and accurate translation of written documents disbursed by town departments –including but not limited to – statements, applications for programs or activities, ordinances, consent and complaint forms, forms used for receipt of government benefits.

Interpret oral communications

Provide translation services in Mandarin, Cantonese, Vietnamese, Spanish, Portuguese, Hindi and others

Provide telephonic interpretation

Provide Zoom/remote meeting interpretation that can be accessed on a tablet, phone or laptop

Be sensitive about materials that are translated and maintain confidentiality - \$15,000

- Human Services: This request is to add to the \$75,000 allotted by the State's ARPA funds to expand Food Pantry services within the Town of Shrewsbury. Please see attached draft scope that has been prepared to be submitted to the State for this project which explains the direct benefit and services to the Community. I see the Town ARPA funds doubling all of the budget items identified in the attached budget document - \$75,000

The Board members discussed their thoughts on how to proceed with the next amount of money. Ms. Flynn noted the need for the Town to look into new ways to effectively and efficiently communicate to residents. Ms. Casavant noted that they should go to the public to get feedback on the 6 project ideas, Mr. Samia agreed with Ms. Casavant – also noting that releasing only \$750,000 is a good idea considering the potential for an economic recession within the next year. Ms. Conlin also added it would make sense to expend the \$750,000 on projects that directly benefit the community. Mr. DePalo noted that they should look into setting aside a large portion for fuel assistance in Town as we will be moving back into heating season and people may need assistance with other utilities as well. Mr. DePalo added they should look into having a public forum to receive comment on these projects.

15. Review and act on the salary adjustment for the Town Manager

The Board noted they would hold this item until the the next meeting on June 28, 2022 and have an executive session prior to the public portion of the meeting.

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

16. **Email, dated May 23, 2022, from John Travers, Scoutmaster, Troop 4, re: Fwd: Request for Proclamation – So noted**
17. **Email, dated May 25, 2022, from Alexia Escaleira, GrayRobinson, P.A, re: Common Victualler License – So noted**
18. **Email, dated May 31, 2022, from Geoffrey E. Snyder, Commissioner and Sean R. Cronin, Senior Deputy Commissioner of Local Services Massachusetts Department of Revenue Division of Local Services, re: PROPOSED 2022 EQUALIZED VALUATIONS – So noted**
19. **Email, dated May 26, 2022, from Douglas Cameron, Director Chief Engineer Department of Fish and Game, re: Fishing Dock at Jordan Pond – So noted**
20. **Email, dated June 5, 2022, from George Smith, 33 Clews Street, re: Shrewsbury Community Animal Hospital again has violated its hours of operation – So noted**
21. **Letter, dated June 7, 2022, from Nick Repekta and Angela Snell, Highway Division Manager and Director of Public Facilities, re: Dig Safe item Donation for Kids Equipment Day – So noted**
22. **Letter, received June 8, 2022, from Hannah Kane, Hannah Kane Charitable Foundation P.O Box 595, re: Invitation to Eighth Annual Hannah Kane Charity Classic Golf Tournament – So noted**
23. **Email, dated June 8, 2022, from Chief Jim Vuona, Fire Chief, re: Shrewsbury Fire Department "First Responder's" have been chosen as the recipients of the Shrewsbury History Award from the Historical Society – So noted**

Scholarship Thank You Notes:

24. **Email, dated May 19, 2022, from Robert Holland, Shrewsbury Scholarship Committee, re: Fw: Town of Shrewsbury Scholarship Thank You Note – So noted**
25. **Email, dated May 24, 2022, from Robert Holland, Shrewsbury Scholarship Committee, re: Fwd: Thank You Letter For Town of Shrewsbury Scholarship – So noted**
26. **Email, dated May 27, 2022, from Robert Holland, Shrewsbury Scholarship Committee, re: Fwd: Fw: Scholarship Thank-You – So noted**
27. **Email, dated May 28, 2022, from Robert Holland, Shrewsbury Scholarship Committee, re: Fwd: Fw: Thank You for Town of Shrewsbury Scholarship – So noted**
28. **Email, dated May 31, 2022, from Robert Holland, Shrewsbury Scholarship Committee, re: Fwd: Town of Shrewsbury Scholarship – So noted**
29. **Email, dated June 7, 2022, from Robert Holland, Shrewsbury Scholarship Committee, re: Fwd: Fw: Thank You! – So noted**
30. **Email, dated June 8, 2022, from Robert Holland, Shrewsbury Scholarship Committee, re: Fwd: Fw: Thank You – So noted**

Minutes

Shrewsbury Board of Selectmen

June 14, 2022

Page 8 of 8

ZBA Decisions:

31. ZBA Decision of May 23, 2022 for Danielle Valpey for modification of special permit for property located at 348 S Quinsigamond Avenue – So noted

Respectfully Submitted,



Taylor M. Galusha

Referenced Materials:

- Town Department Organization Chart
- July 2022 to December 2022 Meeting Calendar
- BOS Policy #31
- Community Preservation Committee Plan
- ARPA Phase II Funding Process