



# 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 23, 2020 - 7:00 PM

**AMENDED AGENDA: Originally Posted on June 19, 2020 at 3:00 pm**

**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](http://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.shrewsburymediaconnection.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:** Ms. Beth Casavant, Chair, Mr. John Lebeaux, Vice-chairman, Mr. John Samia, Clerk, Mr. Maurice DePalo, Selectman, Mr. James Kane, Selectman

**Also Present:** Mr. Kevin Mizikar, Town Manager, Mr. Bernard Cahill, Town Planner, Mr. Christopher Mehne, Town Moderator

Mr. DePalo called the meeting to order at 7:00 pm and read the remote script verbatim.

## **Preliminaries:**

### **1. Reorganization of the Board of Selectmen**

Mr. Lebeaux congratulated Ms. Casavant and Mr. DePalo on their re-elections and made a motion that the Board vote to elect Ms. Casavant as the next chair, seconded by Mr. Kane, on a roll call vote, Mr. Samia- yes, Mr. Kane-yes, Mr. Lebeaux-yes, Mr. DePalo- yes, Ms. Casavant- yes. Ms. Casavant assumed the role of chair. Mr. Samia moved that Mr. Lebeaux be designated as vice chair, seconded by DePalo, on a roll call vote, Mr. Samia- yes, Mr. Kane-yes, Mr. Lebeaux-yes, Mr. DePalo- yes, Ms. Casavant- yes. Mr. Kane nominated Mr. Samia as clerk, seconded by Lebeaux, on a roll call vote, Mr. Samia- yes, Mr. Kane-yes, Mr. Lebeaux-yes, Mr. DePalo- yes, Ms. Casavant- yes.

### **2. Approve bills, payrolls and warrants**

On a motion by Mr. Lebeaux, seconded by Mr. Samia, on a roll call vote, Mr. Samia- yes, Mr. Kane-yes, Mr. Lebeaux-yes, Mr. DePalo- yes, Ms. Casavant- yes, the Board unanimously voted to approve warrants 2049, 20102, 2055S, and 20104 as presented.

### **3. Approve Minutes of May 26, 2020, June 4, 2020, June 9, 2020, June 11, 2020, and June 15, 2020**

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

#### 4. **Announcements/Reports**

Mr. Lebeaux- recently acknowledged all the great work the clerk's office did and particularly thanked the poll workers that came forward during difficult challenges due to covid-19 for the June 16<sup>th</sup> election.

#### 5. **Town Manager's Report**

Mr. Mizikar made an announcement in regards to drinking water wells. A week or so ago, Our Sewall #4 well seized up and went offline. The town is now in the process of getting it rebuilt and repaired. Well #4 is one of the most produced wells. This has led to several days of tight limitations on water. When a high producing well is out of commission during a high use period it strains the system and we haven't been able to replenish holding wells in the meantime. This is also contributing to some dirty water conditions. Mr. Mizikar asked residents to limit water usage until well pump is repaired.

Earlier this week Mr. Mizikar, Ms. Casavant, Mr. Lebeaux and nine other individuals participated in the second round of the police chief interview process. Chief Hester is retiring at the end of the month and Mr. Mizikar thanked Mr. Hester for his service to the Town. Mr. Mizikar gave a summary of his career: Chief Hester first started with the Town on 7/16/1987 as a Police Officer and served 9 Years as patrol officer. He was promoted to Sergeant on 3/12/1996 and served 10 years as Sargent. He became Chief April 9, 2007 and served for 14 Years for a total of 33 years of service in July. Mr. Depalo acknowledged the hard work and success of Chief Hester. The Board agreed with Mr. DePalo's sentiments and wished him the best in his retirement.

#### **Meetings/Hearings:**

##### **6. 7:05 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**

The applicant requested a continuance. Mr. Kane asked what the reasonable amount of time to continue this hearing is. Mr. Mizikar said he would reach out to the applicant to inquire on the timeline for completion of the requirements and advise the Board of this status. Mr. Mizikar requested that the Board continue one last time to the next meeting. On a motion by Mr. Samia, seconded by Mr. DePalo, on a roll call vote, Mr. Samia- yes, Mr. Kane-yes, Mr. Lebeaux-yes, Mr. DePalo- yes, Ms. Casavant- yes, the Board unanimously voted to continue this hearing until July 14, 2020.

##### **7. 7:10 pm: Presentation with Bernard Cahill, Town Planner, and Mark Favermann, Consultant, Favermann Design, on Town Center Wayfinding. Review and vote to approve the proposed design and locations of wayfinding elements**

Mr. Favermann stated that the idea was to come up with a series of details and decorative arm-work to be added to the signs. Mr. Favermann showed a series of examples with historical quality and stated that they can come back at the next meeting to show how the style can be applied. Mr. Cahill clarified that the Board would look at the design itself, approve or recommend that suggestion, and going forward some design elements will have to be costed out for when we have the funds, which may be few years until the Town has the money to have this fabricated. The Board discussed the image and had a consensus that the image was acceptable. On a motion by Mr. Lebeaux, seconded by Mr. DePalo, on a roll call vote, Mr. Samia- yes, Mr. Kane-yes, Mr. Lebeaux-yes, Mr. DePalo- yes, Ms. Casavant- yes, the Board unanimously voted to approve design and locations of wayfinding elements.

**8. 7:15 pm: Meeting with Christopher Mehne, Town Moderator, to discuss postponing the June 29, 2020 Annual Town Meeting**

Mr. Mehne briefed the Board on his thoughts and concerns on holding the Annual Town Meeting on the date and location as scheduled and concerns for safety due to COVID-19. Mr. Mehne discussed the quorum reduction abilities of up to 90% and opportunities to change the location of the meeting. In addition to setting a date beyond June 29<sup>th</sup>, Mr. Mehne explained that holding the meeting at a place indoor or outdoor, a reduction of quorum, and a consent agenda (grouping together non-controversial articles that tend to be voted unanimously to be dispensed at the same time to shorten the meeting), should be considered.

Mr. Mizikar has monitored other towns and consulted with Dr. Hirsh of CMRPHA and Mr. Stephen Vigeant, Board of Health Chair, and both are uncomfortable moving forward with a town meeting at this time. Mr. Mizikar recommended that no change of venue be listed. Mr. Mehne discussed the possibility of a remote meeting as well in case the health advisories do not improve significantly. The Board discussed the process for a consent agenda and the ability for a town meeting representative to still be able to speak and hold an article in a consent agenda if desired. The Board also discussed the reduction of a quorum and the challenges of holding off a town meeting and not having a foundational budget in place. Mr. Mizikar recommended that the 10<sup>th</sup> or 17<sup>th</sup> of August be held as a date for Town Meeting and to keep the venue as the field house. The Board, Moderator, and Town Manager discussed the process and logistics of the Annual Town Meeting including presentations, swearing in town meeting members. On a motion by Mr. Lebeaux, seconded by Mr. Samia, on a roll call vote, Mr. Samia- yes, Mr. Kane-yes, Mr. Lebeaux-yes, Mr. DePalò- yes, Ms. Casavant- yes, the Board unanimously voted to support the moderator's decision to delay the Town Meeting another 30 days to July 29<sup>th</sup> at Shrewsbury High school at 7 pm. The Board further discussed their thoughts on a reduction of quorum. The Board will discuss the quorum reduction at their next meeting on July 14<sup>th</sup> and will provide 7 days advance public notice on intention to reduce the quorum.

**Special Reports/Actions/Updates:**

**9. Coronavirus/COVID-19 from Town Manager**

Mr. Mizikar presented a PowerPoint presentation that reviewed an update on COVID-19 which included positive cases, deaths, town office closures, and cares act funding financial update.

**Financial Business:**

**10. Budget Report**

Mr. Mizikar presented a PowerPoint presentation that reviewed an update on FY2020 local receipts, the FY2021 Budget, and the FY2021 utility and non-utility operations. Although the Town is not in a deficit position, the funding will be very tight. Mr. Mizikar identified some multi-year challenges and a number of challenges including putting \$835k from free cash into operations that will not replenish itself. Operationally, the new Beal is set to open in FY2022. The pension system is subject to market conditions.

**New Business:**

**11. Discuss and act on creating a task force to consider questions of diversity, discrimination, and racism in the Town of Shrewsbury and how to best address them**

Mr. Lebeaux clarified that he is not suggesting that the Board lead this effort, but that the Board should organize a supporting structure, such as a task force. Mr. Lebeaux suggested a name, Shrewsbury Diversity, Discrimination and Racism Task Force, and suggested the following structure and missions:

- That the task force also address age, physical & mental challenges, ethnicity, genders and sexual orientation
- Membership consisting of a large body, possibly 30 members, with a mix of government and non-government. The majority should be non-government, 2 co-chairs, one government and one non-government. Members included would be a wide range of backgrounds/demographics (consult census data)-young/old, new and longtime residents, owners and renters, not tied to registered voters, but residents
- Term suggested is 6 months to a year with interim reports to the BOS

- Charge should not be overly prescriptive-study issues and provide a series of recommendations of actions (both to government and to community) and may consist of a smaller standing committee
- Shuld be specific to Shrewsbury and ma consist of smaller working groups
- Public participation and comments should be an essential component
- Potential Members:
  - Government: Board of Selectmen, School Committee, Housing Authority, Town Manager, Rank & File Employee, Commission on Disabilities, Council on Aging, Board of Health
  - Non-Government: Churches, Shrewsbury Ecumenical Council, Shrewsbury Youth & Family Services, reps of organizations representing minority cultures, AVISE, students, public at large

The Board discussed their opinions on the task force. Mr. Samia stated that Lexington also established a task force in 2017 and would like to research their findings. Mr. Kane stated that if the Board overprescribes, it will inadvertently steer it in one direction or another. The quicker the Board acts, the better the overall effort will be served. Mr. DePalo would like to see an interim report. Ms. Casavant would like student representation. The Board discussed putting an item on next agenda to establish a formal charge for the meeting.

**12. Review and act on Temporary Outdoor Dining License approvals in accordance with COVID-19 order No. 35**

**a. Robin Paradise, Manager, Doright Steakhouse, Inc. d/b/a Amici Trattoria and Willy's Steakhouse, 582 Main Street and 2 Grafton Street**

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

**b. Malkait Gill, Owner, Ramandeep, Inc. d/b/a Bollywood Grill, 97 Boston Turnpike**

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

**c. Colin Parker, Manager, Shrewsbury Wings, LLC, d/b/a Hooters, 378 Maple Avenue**

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

**13. Review and act on the draft Board of Selectmen meeting calendar for July through December 2020**

Mr. Samia stated that he would like to schedule more dates for workshops. On a motion by Mr. Lebeaux, seconded by Mr. Samia, on a roll call vote, Mr. Samia- yes, Mr. Kane-yes, Mr. Lebeaux-yes, Mr. DePalo- yes, Ms. Casavant- yes, the Board unanimously voted to approve the meeting calendar.

**14. Review and Act on the Town Manager's reappointment of Deborah Deldotto, 318 Spring Street, to the Commission on Disabilities for a three year term to expire on June 30, 2023 pursuant to M.G.L. Ch. 40 Sec. 8j**

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

**15. Review and act on the Constable reappointment of Jonjy Ananth, 14 Lamplighter Drive, Rajoo Ananth, 14 Lamplighter Drive, Robert Esposito, 237 Maple Avenue, and John Manzi, 20 Hillside Drive, for a one year term to expire on June 30, 2021**

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

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

Mr. Mizikar stated that Pharmacann is awaiting final approval from the CCC prior to the end of July. This should be the last extension needed. Mr. Lebeaux recused himself from this item. On a motion by Mr. Samia, seconded by Mr. DePalo, on a roll call vote, Mr. Samia- yes, Mr. Kane-yes, Mr. DePalo- yes, Ms. Casavant- yes, the Board voted 4-0 on a 3 month extension for Pharmacann relative to section 9C of the executed Host Community Agreement.

**17. Review and act on the Town Manager Evaluation form**

Mr. DePalo briefed the Board on the work on the new report format based on the discussion at last meeting. Mr. Samia would like to also bring a similar assessment of the Board in the future. On a motion by Mr. Lebeaux, seconded by Mr. Samia, on a roll call vote, Mr. Samia- yes, Mr. Kane-yes, Mr. Lebeaux-yes, Mr. DePalo- yes, Ms. Casavant- yes, the Board unanimously voted to adopt the presented evaluation form.

**18. Review and act to authorize payment for the Town Manager Local Official Bond**

On a motion by Mr. Lebeaux, seconded by Mr. Samia, on a roll call vote, Mr. Samia- yes, Mr. Kane-yes, Mr. Lebeaux-yes, Mr. DePalo- yes, Ms. Casavant- yes, the Board unanimously voted to authorize payment for the Town Manager Local Official Bond.

**19. Review and act to approve the Warrant to Police Officer and/or Dog Officer pursuant to M.G.L. Chapter 140 Section 153**

On a motion by Mr. Lebeaux, seconded by Mr. Samia, on a roll call vote, Mr. Samia- yes, Mr. Kane-yes, Mr. Lebeaux-yes, Mr. DePalo- yes, Ms. Casavant- yes, the Board unanimously voted to approve the Warrant to Police Officer and/or Dog Officer pursuant to M.G.L. Chapter 140 Section 153

**20. Review and act to authorize the chair to sign the first amendment to the memorandum of agreement with MassDevelopment to complete the Beal Request for Proposal**

On a motion by Mr. Lebeaux, seconded by Mr. Samia, on a roll call vote, Mr. Samia- yes, Mr. Kane-yes, Mr. Lebeaux-yes, Mr. DePalo- yes, Ms. Casavant- yes, the Board unanimously voted to sign the first amendment to the memorandum of agreement with MassDevelopment to complete the Beal Request for Proposal

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

21. Letter, dated May 29, 2020, from Shrewsbury Housing Authority, re: PILOT Payment- so noted
22. Email, dated June 5, 2020, from Linda P. Bradley, Bureau of Local Assessment, re: Equalized Valuations and State Owned Land Valuation Determinations - Hearings and Informational Sessions- so noted
23. Letter, dated June 5, 2020, from Steven C. Boulay, Planning Board, re: Article 28, Town Meeting acceptance of Point Road Right-of-Way Layout- so noted
24. Letter, dated June 5, 2020, from Steven C. Boulay, Planning Board, re: Article 28, Town Meeting acceptance of a portion of Nelson Point Road Right-of-Way Layout- so noted
25. Email, dated June 6, 2020, from State Representative Hannah Kane, re: S2680- Municipal Governance Assistance Bill- so noted
26. Email, dated June 6, 2020, from State Representative Hannah Kane, re: Reopening Massachusetts: Baker-Polito Administration Initiates Transition to Second Phase of Four-Phase Approach- so noted
27. Email, dated June 8, 2020, from Chris Lund, 235 Cherry Street, re: Public Records Request - NITCO, 230 Cherry Street- so noted
28. Letter, dated June 9, 2020, from Patrick Pitney, 137 Floral Street, re: Letter of Resignation from the Finance Committee- so noted
29. Letter, dated June 9, 2020, from Rob and Deb Luke, 28 Patriot Lane, re: Nuisance Dogs at 47 Memorial Drive- so noted
30. Email, dated June 9, 2020, from Sandra Wright, Town Clerk, re: Town Meeting- so noted

Minutes

Shrewsbury Board of Selectmen

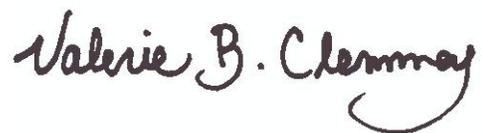
June 23, 2020

Page 6 of 6

31. Letter, dated June 10, 2020, from Jeremy Cohen, Esquire, Boston Dog Lawyers, LLC, 450 B Paradise Road, #289, Swampscott, MA, re: Request for Dog Hearing and Alleged Violations of Nuisance Dog Order 47 Memorial Drive- Mr. Mizikar will work with the chair to schedule the hearing as appropriate.
32. Email, dated June 12, 2020, from State Representative Hannah Kane, re: COVID-19 Town Meeting Guidance- so noted
33. Email, dated June 15, 2020, from Mary Jane Handy, Director of Accounts, Massachusetts Department of Revenue, re: Deficit Spending Authority - Shrewsbury – July- so noted
34. Email, dated June 15, 2020, from Elizabeth Carnes Flynn, Assistant Attorney General, to Patrick Higgins re: Open Meeting Law Complaint- so noted
35. Email, dated June 15, 2020, from Bridgette L. Hylton, 1 Jacobson Drive, and Sanam H. Zaer, 8 Jamie Lane, re: Proposal for Anti-Racism Committee- so noted
36. Email, dated June 16, 2020, from Mary Jane Handy, Director of Accounts, Massachusetts Department of Revenue, re: Free Cash Available Approval- Mr. Mizikar stated that the State has approved the deficit spending request although no need to spend deficit spending in any account.
37. Email, dated June 16, 2020, from Mary Jane Handy, Director of Accounts, Massachusetts Department of Revenue, re: Retained Earnings Available Approval- so noted
38. Email, dated June 16, 2020, from Danielle Frizzi, Director of Marketing, Communications, and Events, Operational Services Division, re: Attend Municipal Bid Management Guidance and Solutions Webinar- so noted
39. Email, dated June 17, 2020, from Andrew Truman, Town Engineer, to Kara Runsten, MVP Program Manager, and Hillary King, Central Regional Coordinator, re: FY21 MVP Action Grant Application- so noted
40. Email, dated June 17, 2020, from John Campbell, 176 North Street, re: Request for non-reappointment to the Historic District Commission- so noted
41. Email, dated June 18, 2020, from Robert Raymond, Principal Transportation Planner, CMRPC, re: CMRPC 2020 Traffic Counting Update- so noted
42. Letter, dated June 9, 2020, from Maurice DePalo, Chairman, to Robert Terkanian, 306 Cherry Street, re: Thank You for Donation - so noted

On a motion by Mr. Lebeaux, seconded by Mr. Samia, on a roll call vote, Mr. Samia- yes, Mr. Kane-yes, Mr. Lebeaux- yes, Mr. DePalo- yes, Ms. Casavant- yes, the Board unanimously voted to adjourn at 9:20 pm.

Respectfully Submitted,



Valerie B. Clemmey

Administrative Assistant to the Board of Selectmen

**Referenced Materials**

6/23/2020 Remote Script

6/23/2020 Wayfinding Presentation

6/23/2020 Town Manager Presentation

2020 Town Manager Evaluation Form

Office of the  
TOWN MANAGER  
TELEPHONE: (508) 841-8508  
FAX: (508) 842-0587  
kmizikar@shrewsburyma.gov



## **TOWN OF SHREWSBURY**

Richard D. Carney Municipal Office Building  
100 Maple Avenue  
Shrewsbury, Massachusetts 01545-5338

### **DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS Effective March 23, 2020**

#### Confirming Member Access:

As a preliminary matter, this is Maurice DePalo, Chairman 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.
  - Beth Casavant
  - John Lebeaux
  - John Samia
  - James Kane
- Staff, when I call your name, please respond in the affirmative.
  - Kevin Mizikar
  - Valerie Clemmey
- Anticipated speakers on the agenda, when I call your name, please respond in the affirmative.
  - Christopher Mehne

#### Introduction to Remote Meeting:

Good 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 with agenda materials for this meeting 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 not feature public comment.

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

#### For "Zoom" or "Google Hangout" Meetings

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, 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; To mute & unmute your telephone dial \*6

- 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; To mute & unmute your telephone dial \*6
- 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 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.



# Board of Selectmen Meeting

June 23, 2020

# Town Manager & COVID-19 Report

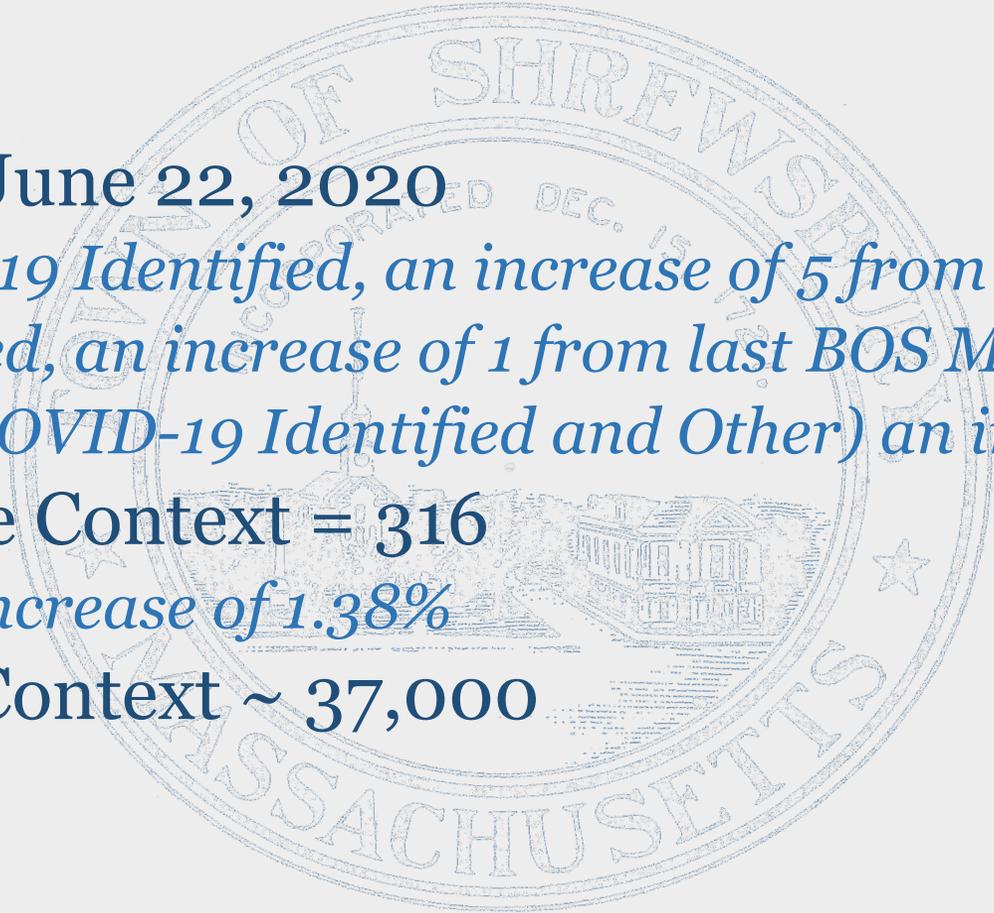
## Positive Case Update

- **March 19 – June 23, 2020**
  - *316 Positive Cases, an increase in 6 from last BOS Meeting (310)*
  - *96 Days*
  - *3.32 Cases Per Day a reduction of 0.5 from last BOS Meeting (3.82)*
- **June 16 – June 23, 2020**
  - *5 Positive Cases*
  - *0.71 Cases Per Day*
- **Population Context ~37,000**
  - *0.83%*
- **Changed to Reporting Weekly**

# Town Manager & COVID-19 Report

## Deaths

- **March 19 – June 22, 2020**
  - *38 COVID-19 Identified, an increase of 5 from last BOS Meeting*
  - *28 Clustered, an increase of 1 from last BOS Meeting 27*
  - *97 Total (COVID-19 Identified and Other) an increase of 13*
- **Positive Case Context = 316**
  - *12.02, an increase of 1.38%*
- **Population Context ~ 37,000**
  - *0.089%*



# Town Manager & COVID-19 Report

## Status of Town Buildings/Staffing & Reopening

- Town Buildings
  - *Closed to the public until July 6*

## Financial Update

- CARES Act Funding Application \$918,844 Approved
- July 2020 Budget Approved
- State Aid Level at FY2020 Level for July and August 2020
- Restaurants and Hotel/Motels – Payments delayed Until 9/20/2020

# Fiscal Year 2020 Local Receipts Update

## May 2020

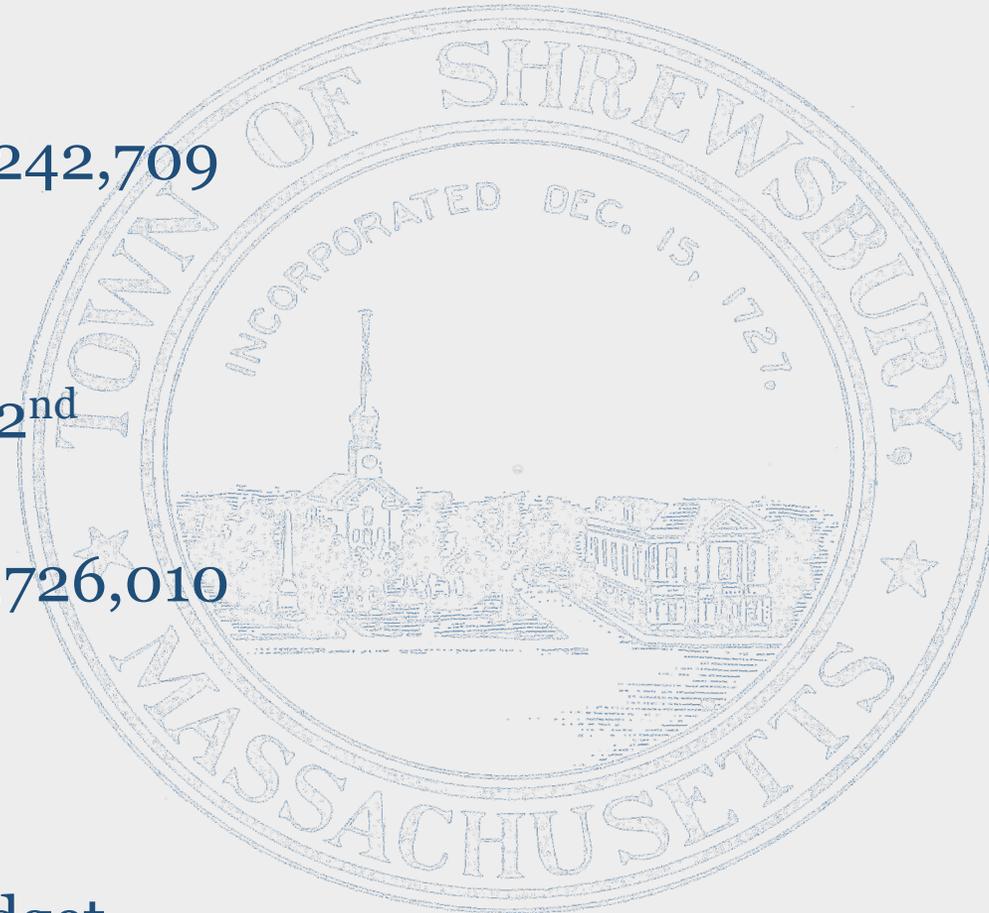
- \$672,585
- May 2019: \$1,242,709
- -46%

## June 2020

- Through the 22<sup>nd</sup>
- \$443,582
- June 2019: \$1,726,010
- -60% (est.)

## Fiscal Year to Date

- \$11,701,978
- 101.13% of Budget
- \$1,336,872 less than FY2019; lowest since FY2016
- Estimate \$1,900,000 less than 3/31/2020 Pace



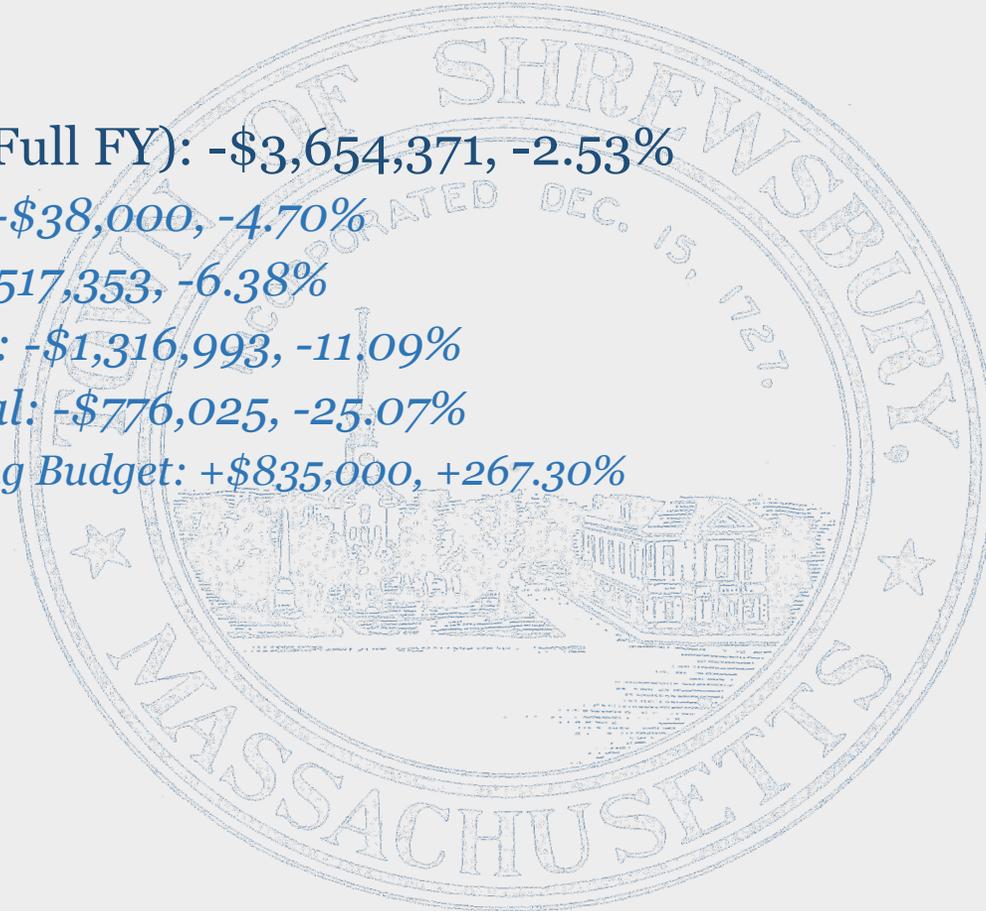
# Fiscal Year 2020 Utility Revenue Update

Utility Revenue YTD Actuals			
	FY20 Budget	YTD	% received
Solid Waste	\$968,500	\$915,297	94.51%
Stormwater	\$1,560,500	\$1,572,991	100.80%
Water	\$5,618,565	\$5,202,184	92.59%
Sewer	\$7,447,775	\$6,998,333	93.97%

# Fiscal Year 2021 Budget

## July 2020

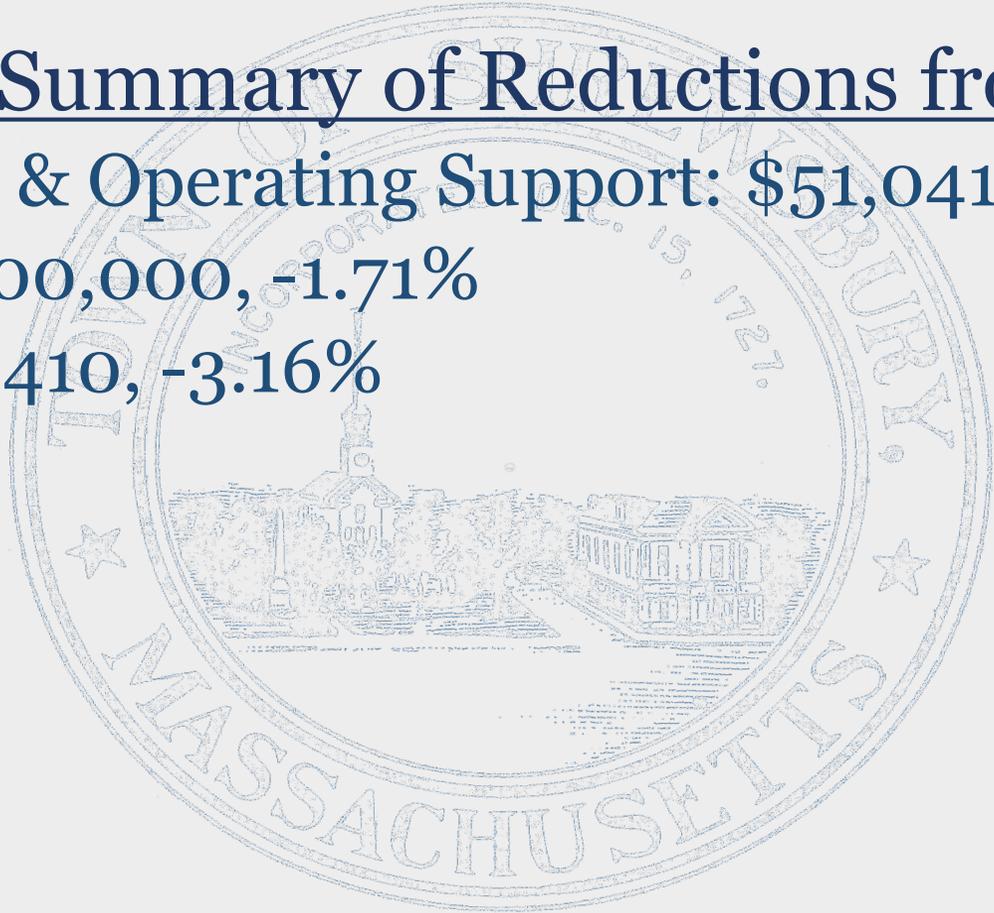
- Revenue Model (Full FY):  $-\$3,654,371, -2.53\%$ 
  - *New Growth*:  $-\$38,000, -4.70\%$
  - *State Aid*:  $-\$1,517,353, -6.38\%$
  - *Local Receipts*:  $-\$1,316,993, -11.09\%$
  - *Free Cash Total*:  $-\$776,025, -25.07\%$ 
    - *to Operating Budget*:  $+\$835,000, +267.30\%$



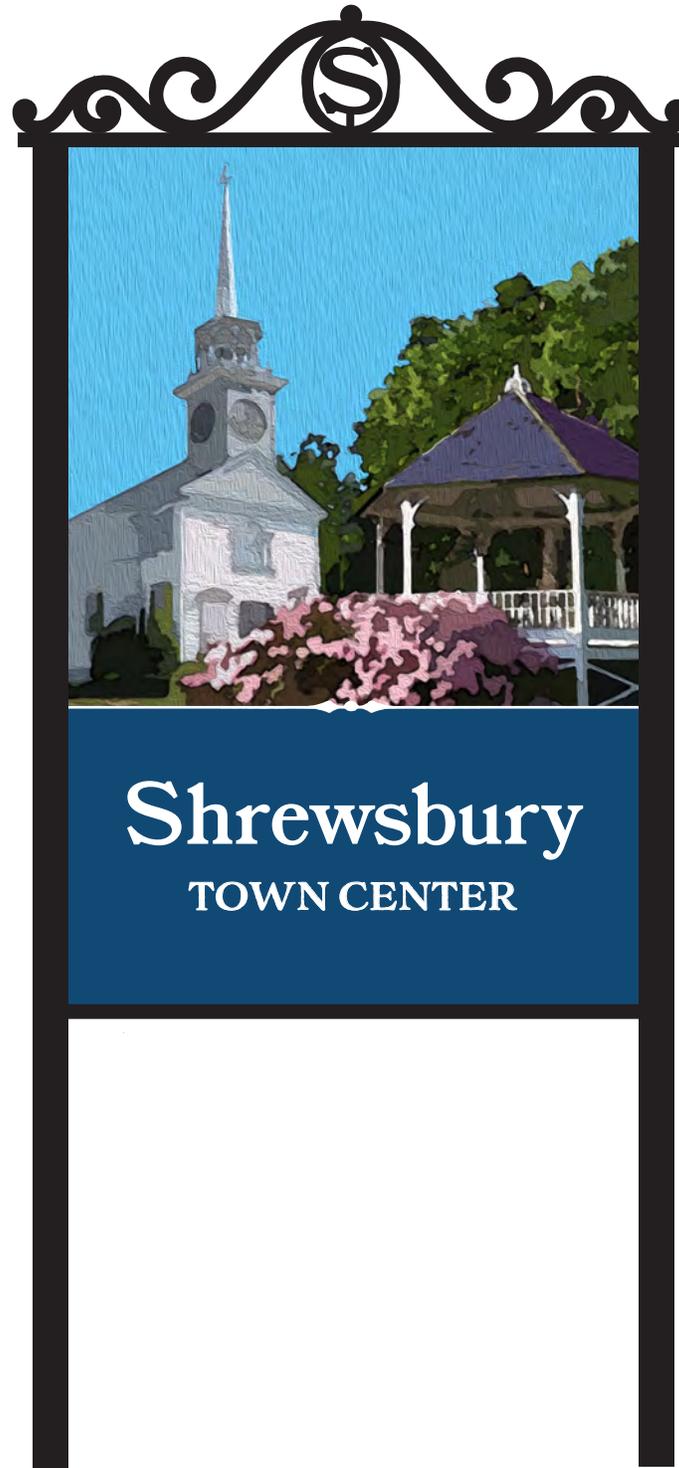
# Fiscal Year 2021 – Non-Utility Operations

## Initial Revised Summary of Reductions from FP One & 1/2

- Debt Service & Operating Support: \$51,041, -0.18%
- School: \$1,200,000, -1.71%
- Town: \$895,410, -3.16%



A



B



C



D



E





**Town Manager**  
**Performance Review Instrument**

## **POLICY AND PURPOSE**

The purpose of this review instrument is to formally appraise the Town Manager's performance on an annual basis. The document allows the Board of Selectmen to assess the Town Manager's performance in management practices and in the accomplishment of goals. Through the review procedure, Board members will recognize strengths, offer positive feedback, and suggest any areas that require corrective action.

Individual performance review forms will be prepared by members of the Board of Selectmen. In accordance with the Open Meeting Law the Chair will designate a staff member to prepare an overview document, compiling the scores and comments of individual board members.

## **PROCEDURE**

1. The period of review is the beginning to the end of the fiscal year.
2. The Town Manager will submit a narrative self-evaluation; a copy of the narrative and a blank review form will be distributed to each Board member at that time.
3. Board members will submit reviews by a date set by the Chair. The designee will compile scores from individual reviews and develop a consensus overview document.
4. Board members may meet individually with the Town Manager to discuss aspects of the performance review document.
5. The designee will provide all Board members and the Town Manager with the consensus review overview document at the meeting which the document will be publicly discussed.
6. The overview document and individual Board Member review forms will be finalized for placement in the Town Manager's file after consideration of the overview document at a regular meeting of the Board of Selectmen.

## **INSTRUCTIONS**

A table of descriptive statements with rating levels ranging from Unsatisfactory to Exceptional/Outstanding has been provided for each performance area factor. Check the rating level which most accurately reflects the level of performance for the factor. Please read the numbered statements labeled "Guiding Questions" to guide your decision making. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the Comments/Questions space.

## **Factor 1 – Knowledge**

<b>Unsatisfactory</b> <b>0</b>	<b>Needs Improvement</b> <b>1</b>	<b>Meets Expectations</b> <b>2</b>	<b>Exceeds Expectations</b> <b>3</b>	<b>Exceptional/Outstanding</b> <b>4</b>
Lacks the necessary knowledge, skills, abilities, and experience to perform the job. Requires constant supervision.	Has sufficient knowledge skills, abilities, and experience to perform tasks with minimum guidance.	Has a good knowledge of the work to be performed. Average knowledge, skills, abilities, and training. Average knowledge of procedures.	Has a thorough understanding of job and all related procedures, laws, and regulations. Has extensive professional knowledge, skills, abilities, and experience.	Possesses a high level of expertise in the job area and procedures. Has comprehensive leadership experience in the profession.

### **Guiding Questions:**

1. Demonstrates thorough knowledge and understanding of finances, policies, procedures, processes, resolutions, state and federal laws and regulations, and Town operations.
2. Keeps abreast of critical trends, practices, and conditions inside and outside of the organization.
3. Demonstrates commitment to continuously enhancing professional knowledge and capability (does professional reading and research; attends seminars and conferences; actively participates in professional development opportunities).

### **Comments/Questions:**

## **Factor 2 – Productivity**

<b>Unsatisfactory</b> <b>0</b>	<b>Needs Improvement</b> <b>1</b>	<b>Meets Expectations</b> <b>2</b>	<b>Exceeds Expectations</b> <b>3</b>	<b>Exceptional/Outstanding</b> <b>4</b>
<p>Fails to meet estimated deadlines. Doesn't meet estimated standards. Requires constant assistance.</p>	<p>Work is normally accurate and complete. Generally meets estimated deadlines and standards.</p>	<p>Completes assignments on time with average results. Is willing to accept additional tasks, when requested.</p>	<p>Consistently completes complex assignments quickly and accurately. Does more than required with exceptional competence on a regular basis.</p>	<p>Always completes difficult tasks quickly and accurately. Takes initiative to improve on work to bring outstanding results.</p>

### **Guiding Questions:**

1. Ensures that programs, services, and projects provide results that matter to the Town cost effectively and within budget.
2. Effectively uses both qualitative and quantitative measures to manage performance.
3. Ensures that prudent financial management is maintained for the continued success of the Town.

### **Comments/Questions:**

## Factor 3 - Decision Making

<b>Unsatisfactory</b> <b>0</b>	<b>Needs Improvement</b> <b>1</b>	<b>Meets Expectations</b> <b>2</b>	<b>Exceeds Expectations</b> <b>3</b>	<b>Exceptional/Outstanding</b> <b>4</b>
<p>Is unable to adapt to day-to-day problems. Fails to analyze all facts of problem. Will not make decision or makes them hastily or slowly.</p>	<p>Usually recognizes problems as they occur and contributes to their solution. Usually coordinates decision to achieve desired results.</p>	<p>Applies a rational approach to problems presented. Makes suggestions for improvement and carries them through promptly. Provides alternate approaches when necessary.</p>	<p>Makes expedient and logical decisions. Maintains an open mind and solicits input from colleagues before making decisions, when appropriate. Decisions reflect consideration for both short and long term organizational goals. Evaluates effectiveness and makes changes if necessary.</p>	<p>Anticipates and analyzes difficult situations before they become problems. Consistently involves colleagues in the decision making process. Logically and quickly applies action with superior results. Generates new and innovative ideas.</p>

### **Guiding Questions:**

1. Identifies and evaluates alternative courses of action.
2. Makes timely and relevant suggestions to solve problems.
3. Consults with affected parties when making critical decisions.
4. Makes sound decisions in a timely manner.
5. Analyzes situations to determine root causes and develops realistic alternative solutions.

### **Comments/Questions:**

## Factor 4 - Oral Communication

<b>Unsatisfactory</b> <b>0</b>	<b>Needs Improvement</b> <b>1</b>	<b>Meets Expectations</b> <b>2</b>	<b>Exceeds Expectations</b> <b>3</b>	<b>Exceptional/Outstanding</b> <b>4</b>
Frequently fails to achieve understanding from listeners. Speaks in poorly organized fashion. Has difficulty verbalizing thoughts.	Has a little difficulty in making an oral presentation. Occasionally must repeat or amend to communicate desired message.	Presents ideas and material in an effective manner. Has average ability to make themselves understood without repetition.	Very good speaking ability. Effectively communicates ideas and messages to all parties to achieve results on a regular basis.	Outstanding ability to present ideas and articulate thoughts to diverse audience and organization. Expedites results through ability to communicate exceptionally well.

### **Guiding Questions:**

1. Listens attentively and effectively.
2. Speaks logically, clearly, and concisely.
3. Encourages and uses feedback.

### **Comments/Questions:**

## **Factor 5 - Written Communication**

<b>Unsatisfactory</b> <b>0</b>	<b>Needs Improvement</b> <b>1</b>	<b>Meets Expectations</b> <b>2</b>	<b>Exceeds Expectations</b> <b>3</b>	<b>Exceptional/Outstanding</b> <b>4</b>
<p>Lacks ability to provide written communications in a logical, understandable and timely manner. Requires constant rewrite and editing.</p>	<p>Written communications are readable and understandable with only occasional need for editing and rewriting. Usually completes written assignments in a timely manner.</p>	<p>Has very good writing ability. Uses correct grammar and diction which is appropriate for the purpose. No need for repetition or interpretation.</p>	<p>Effectively presents thoughts in writing in an understandable, concise style with little need for interpretation or repetition.</p>	<p>Consistently writes complex directives, letters, reports, etc. in clear, concise, and highly understandable style. Writing is convincing and timely and achieves desired results.</p>

### **Guiding Questions:**

1. Practices timely and effective communication with Board of Selectmen and department heads regarding issues and concerns of the Town.
2. Makes logical and well-organized presentations.

### **Comments/Questions:**

## **Factor 6 - Financial Administration**

<b>Unsatisfactory</b> <b>0</b>	<b>Needs Improvement</b> <b>1</b>	<b>Meets Expectations</b> <b>2</b>	<b>Exceeds Expectations</b> <b>3</b>	<b>Exceptional/Outstanding</b> <b>4</b>
<p>Frequently overdrafts accounts and needs transfers of funds. Ignores bidding requirements and laws, uses poor purchasing practices. Is unaware of account balances.</p>	<p>On occasion overdrafts an account. Needs assistance in bidding, procedures and purchasing. Needs to be reminded of account balances more than monthly.</p>	<p>Prepares and manages budget adequately. Able to bid jobs without help. Is aware of account balances and financial position.</p>	<p>Shows creativity in financial management of department. Demonstrates savings in operations and contributes to speedy job completion at low cost. Demonstrates effectiveness in preparing and managing budget.</p>	<p>Recognized within the industry as a strong-financial manager with indepth knowledge of the complexities of creating a municipal budget. Prepares outstanding budgets in a timely manner. Seeks and secures alternative sources of funding (i.e. grants, fees, etc.)</p>

### **Guiding Questions:**

1. Establishes and effectively uses appropriate mechanisms to anticipate trends and opportunities.
2. Develops and implements alternative strategies for dealing with change and planning for the future.
3. Uses creative and innovative problem-solving strategies for adapting to uncertainties and complexities.

### **Comments/Questions:**

## **Factor 7 – Leadership**

<b>Unsatisfactory</b> <b>0</b>	<b>Needs Improvement</b> <b>1</b>	<b>Meets Expectations</b> <b>2</b>	<b>Exceeds Expectations</b> <b>3</b>	<b>Exceptional/Outstanding</b> <b>4</b>
<p>Is unable to motivate subordinates to complete work in an efficient and effective manner. Subordinates have poor moral.</p>	<p>Borders on adequate level of work output by utilization of personnel resources.</p>	<p>Effectively utilizes the skills of staff to maintain an adequate level of productivity and maintains an adequate level of morale. Promotes worker involvement in management decisions.</p>	<p>Maintains good productivity by motivating available staff to achieve goals. Is democratic in approach to completing tasks. Has respect of employees.</p>	<p>Obtains outstanding productivity while maintaining excellent morale. Perceived as an excellent leader by superiors, subordinates, and co-workers.</p>

### **Guiding Questions:**

1. Sets an effective example of high personal standards and integrity with the drive and energy to achieve established goals.
2. Inspires trust and confidence with staff, and Board of Selectmen.
3. Functions as an effective member of a work group, gaining respect and cooperation from others.

### **Comments/Questions:**

## **Factor 8 – Public Relations**

<b>Unsatisfactory</b> <b>0</b>	<b>Needs Improvement</b> <b>1</b>	<b>Meets Expectations</b> <b>2</b>	<b>Exceeds Expectations</b> <b>3</b>	<b>Exceptional/Outstanding</b> <b>4</b>
<p>Is frequently rude and brusque in dealing with the public. Has periodic personality clashes with citizens, as evidenced in written and oral complaints.</p>	<p>Usually uses adequate tact to adjust to personalities and circumstances and gets the message across. Rarely is the subject of written or oral complaints from the public.</p>	<p>Usually utilizes good public relations skills. Makes it easy for citizens to communicate feelings, problems, etc. to Town. Citizens usually report satisfactory results.</p>	<p>Effectively interfaces with the citizenry in helping to solve their problems, concerns, etc. Is perceived as very helpful and understanding by the public. Is occasionally commended verbally or in writing by public.</p>	<p>Has an outstanding relationship with the public-at-large. Is regarded by the community as very responsive to needs, problems, etc. Is frequently commended in writing and verbally.</p>

### **Guiding Questions:**

1. Effectively represents the Town in public
2. Has the respect of peers in local, state, and national government
3. Values people and recognizes their contributions
4. Seeks information from other governments that may assist the Town in determining if a potential synergy is available to make Shrewsbury services more effective and efficient

### **Comments/Questions:**

## **Factor 9 – Work Relationships**

<b>Unsatisfactory</b> <b>0</b>	<b>Needs Improvement</b> <b>1</b>	<b>Meets Expectations</b> <b>2</b>	<b>Exceeds Expectations</b> <b>3</b>	<b>Exceptional/Outstanding</b> <b>4</b>
<p>Is tactless and rude in dealings with co-workers.</p>	<p>Gets along generally well with colleagues in most work situations. Is perceived as easy to work with and cooperative in most cases.</p>	<p>Exercises adequate work relationships. Visits subordinates. Is perceived as firm and fair in dealings with subordinates and associates.</p>	<p>Gets along exceptionally well with co-workers. Is interested in the personal well-being of others regardless of position. Is spoken very well of by co-workers.</p>	<p>Has outstanding skills in relating to co-workers of all levels. Openly shows enjoyment of work and associates. Is well liked by all co-workers.</p>

### **Guiding Questions:**

1. Allows sufficient lead time to plan presentation of requests, programs, and policies to the Board of Selectmen
2. Provides information and education on issues as appropriate
3. Effectively implements the board's policies, procedures, and philosophy in area of assignment
4. Seeks ways to cooperate, collaborate, or consolidate programs as appropriate
5. Seeks information from other governments that may assist the Town in providing services without need to redevelop them

### **Comments/Questions:**

## **Factor 10 – Staff Development & Training**

<b>Unsatisfactory</b> <b>0</b>	<b>Needs Improvement</b> <b>1</b>	<b>Meets Expectations</b> <b>2</b>	<b>Exceeds Expectations</b> <b>3</b>	<b>Exceptional/Outstanding</b> <b>4</b>
<p>Does not set standards for department tasks, nor evaluates employee performance. Fails to train or develop staff for job improvement or upward mobility through in-house or external programs.</p>	<p>Periodically measures workers' performance against set standards. Routinely instructs staff and assists in the improvement of work performance.</p>	<p>Sets standards and measures the degree of achievement with individual workers in comparative manner. Conducts and makes available training to improve performance.</p>	<p>Possesses very good ability to develop staff via participative management and regular performance review. Supports upward mobility via efficient use of training program.</p>	<p>Has an excellent ability to develop staff by using whatever means available. Motivates employees to further develop skills to the mutual benefit of the Town and employee.</p>

### **Guiding Questions:**

1. Demonstrates continued professional education and development importance
2. Allows and recommends attendance at professional meetings, seminars and conferences.
3. Maintains and recommends membership in state and national professional organizations

Comments/Questions:

## **Factor 11 – Personnel Practices**

<b>Unsatisfactory</b> <b>0</b>	<b>Needs Improvement</b> <b>1</b>	<b>Meets Expectations</b> <b>2</b>	<b>Exceeds Expectations</b> <b>3</b>	<b>Exceptional/Outstanding</b> <b>4</b>
<p>Does not observe labor contracts or Personnel Guidelines. Uses poor personnel practices such as cronyism, nepotism, etc. Poor labor relations as evidence in extraordinary number of grievances and employee complaints.</p>	<p>Generally observes and implements Personnel Guidelines and Labor contracts. Rarely uses poor personnel practices. Does not meet affirmative action goals on a regular basis.</p>	<p>Follows Personnel Guidelines in every respect. Follows affirmative action goals and coordinates all personnel actions with Personnel Department. Good employee/union interaction. Rarely is the subject of grievances and employee complaints.</p>	<p>Superior labor relations. Good employee turnover record. In management of employees, aids job satisfaction and increases productivity. Implements new and innovative ideas in management of personnel.</p>	<p>Is a leader in labor/employee relations and interaction with Personnel Department and employees. Develops and implements innovative ideas in management of personnel.</p>

### **Guiding Questions:**

1. Handles conflict and initiates cooperation between employees, boards, commissions, etc. in a professional manner.
2. Establishes fair employee policies and procedures and enforces them equally and impartially

Comments/Questions:

## Summary Evaluation

	<b>Unsatisfactory</b> <b>0</b>	<b>Needs Improvement</b> <b>1</b>	<b>Meets Expectations</b> <b>2</b>	<b>Exceeds Expectations</b> <b>3</b>	<b>Exceptional/Outstanding</b> <b>4</b>
<b>OVERALL RATING</b>	Poor, subject to dismissal unless rapid improvements are made.	Needs improvement, not fully up to standards.	Fully adequate, meets all standards, performs satisfactory in all aspects.	Superior performance, consistently exceeds standards.	Recognized as a leader in his field; easily recognized by all as unique in ability and performance.

### **Guiding Questions:**

1. What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?
2. What performance area(s) would you identify as most critical for improvement?
3. What constructive suggestions or assistance can you offer the manager to enhance performance?
4. What other comments do you have for the manager (e.g., priorities, expectations, goals, or objectives for the new rating period)?

Comments/Questions:

**Town Manager Performance Review Form  
Acknowledgement of Receipt**

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the procedures and that the Town Manager has received the overview document with the compilation of scores.

BOARD OF SELECTMEN

---

---

---

---

---

Date: \_\_\_\_\_

TOWN MANAGER

---

Date: \_\_\_\_\_