



## 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 28, 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:** Ms. Kristen Las, Assistant Town Manager – Community Development & Human Services, 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 2255S, 2257S, 22102, 2249, and 22104.

2. **Announcements/Reports**

Ms. Casavant noted that Shrewsbury Parks & Recreation invites everyone for a concert at Dean Park on Sunday, July 3rd from 6:00 to 8:00 p.m. Beatles for Sale is an award-winning New England based Beatles tribute band that recreates the sounds of the Beatles. This first-rate quartet brings the essence of John, Paul, George, and Ringo to you with passion and attention to detail. The concert is sponsored by Shrewsbury Parks & Recreation & Friends of the Shrewsbury Public Library. This concert is supported in part by a grant from the Shrewsbury Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency.

There will be food available for purchase from Boy Scout Troop 114; hamburgers, hot dogs and canned drinks and Kona Ice Truck will be selling snow cones. Bring a blanket or lawn chair to enjoy the show and wear your red, white, and blue.

3. **Town Manager's Report**

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

Ms. Las noted the Town will be curtailing the weekly reporting, and will alert the public if there are increases or spikes, we will still be maintaining the data on weekly basis in covid-19 dashboard.

As of June 24, 2022 there were 8,595 positive COVID-19 cases, an increase of 53 positive cases from the last report on June 17, 2022.

4. **Public Comment - Pursuant to Board of Selectmen Policy 31, to offer citizens the opportunity to provide public comments during Board of Selectmen Meetings on matters within the Board's authority.**

There was nobody present for public comment.

### Meetings/Hearings:

5. **Joint meeting with the Affordable Housing Trust to review their progress to date and to present a draft Scope of Work for a Housing Action Plan**

Mr. Bernie Cahill, Director of Planning and Economic Development, Mr. Hector Cruz, Chair of Affordable Housing Trust, and Beth Shae Bryant, Vice Chair of the Affordable Housing Trust were present.

Mr. Cruz summarized the development of the Affordable Housing Trust in Shrewsbury. He noted that the bylaw was approved at the 2021 Annual Town Meeting and the committee held their first meeting in December of 2021 and have met monthly since then.

Mr. Cruz noted that the Planning and Economic Development Department has assisted them in their work and they are looking to work to create a housing action plan and deliverables. They anticipate the cost for the plan to be \$30,000 and they would use funds from Affordable housing trust. They noted that their timeline is aggressive and hope to begin work in October 2022.

The Board members thanked them for their work and look forward to meeting with them again in the fall.

6. **7:10 PM - Public Hearing with Neuber Rossi, on behalf of Shrewsbury St. Restaurant LLC., d/b/a Terra Brasilis, 20-50 Boston Turnpike, Suite B7, for a common victualler license**

The individual did not appear before the Board.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to continue the Public Hearing with Neuber Rossi, on behalf of Shrewsbury St. Restaurant LLC., d/b/a Terra Brasilis, 20-50 Boston Turnpike, Suite B7, for a common victualler license until July 12, 2022 at 7:10 PM.

7. **7:20 PM - Public Hearing with Beshoy Ibrahim, on behalf of Saint Moses the Strong Inc., d/b/a Shrewsbury House of Pizza, 424B Hartford Turnpike, for a common victualler license**

Mr. Ibrahim was present. He noted the hours of operations are Monday to Saturday 10:00 AM to 9:00 PM.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to close the public hearing at 7:25 PM.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the common victualler license for Beshoy Ibrahim, on behalf of Saint Moses the Strong Inc., d/b/a Shrewsbury House of Pizza, 424B Hartford Turnpike.

**New Business:**

8. **Review and act on One Day All Alcohol License request of Joe Yousef, Saint Mary's Syriac Orthodox Church, 1 Industrial Drive, for the following events:**

Mr. DePalo summarized the agenda item.

**a. Wedding on July 2, 2022, from 7:00pm to 12:00am**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the One Day All Alcohol License request of Joe Yousef, Saint Mary's Syriac Orthodox Church, 1 Industrial Drive, for a Wedding on July 2, 2022, from 7:00pm to 12:00am.

**b. Wedding on July 9, 2022, from 7:00pm to 12:00am**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the One Day All Alcohol License request of Joe Yousef, Saint Mary's Syriac Orthodox Church, 1 Industrial Drive, for a Wedding on July 9, 2022, from 7:00pm to 12:00am.

**9. Review and act on Town Manager Reappointments of:**

- a. Diane Tonelli, 7 Eastern Point Drive, to the Commission on Disabilities for a three-year term to expire on June 30, 2025**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to reappoint Diane Tonelli, 7 Eastern Point Drive, to the Commission on Disabilities for a three-year term to expire on June 30, 2025.

- b. Martha Hall Gach, 16 Rockwell Drive, to the Conservation Commission for a three-year term to expire on June 30, 2025**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to reappoint Martha Hall Gach, 16 Rockwell Drive, to the Conservation Commission for a three-year term to expire on June 30, 2025.

- c. Chris DeLauder, 3 Ryan Road, to the Conservation Commission for a three-year term to expire on June 30, 2025**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to reappoint Chris DeLauder, 3 Ryan Road, to the Conservation Commission for a three-year term to expire on June 30, 2025.

- d. Gail Ann Aslanian, 285 Main Street, to the Historical Commission for a three-year term to expire on June 30, 2025**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to reappoint Gail Ann Aslanian, 285 Main Street, to the Historical Commission for a three-year term to expire on June 30, 2025.

**10. Review and act on Board of Selectmen Reappointments of:**

- a. Beth Shea Bryant, 39 Woodway Drive, to the Affordable Housing Board of Trustees for a two year term to expire on June 30, 2024**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to reappoint Beth Shea Bryant, 39 Woodway Drive, to the Affordable Housing Board of Trustees for a two year term to expire on June 30, 2024.

- b. Jason Molina, 31 Wachusett Avenue, to the Community Preservation Committee for a three year term to expire on June 30, 2025**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to reappoint Jason Molina, 31 Wachusett Avenue, to the Community Preservation Committee for a three year term to expire on June 30, 2025.

- c. Jonjy Ananth, 14 Lamplighter Drive, as Constable for a one year term to expire on June 30, 2023**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to reappoint Jonjy Ananth, 14 Lamplighter Drive, as Constable for a one year term to expire on June 30, 2023.

- d. Rajoo R. Ananth, 14 Lamplighter Drive, as Constable for a one year term to expire on June 30, 2023**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to reappoint Rajoo R. Ananth, 14 Lamplighter Drive, as Constable for a one year term to expire on June 30, 2023.

- e. Robert S. Esposito, 237 Maple Avenue, as Constable for a one year term to expire on June 30, 2023**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to reappoint Robert S. Esposito, 237 Maple Avenue, as Constable for a one year term to expire on June 30, 2023.

- f. John J. Manzi, 20 Hillside Drive, as Constable for a one year term to expire on June 30, 2023**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to reappoint John J. Manzi, 20 Hillside Drive, as Constable for a one year term to expire on June 30, 2023.

- g. Keith Baldinger, 100 Maple Avenue, to the Historic District Commission for a three-year term to expire on June 30, 2025**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to reappoint Keith Baldinger, 100 Maple Avenue, to the Historic District Commission for a three-year term to expire on June 30, 2025.

- h. Melanie K. Petrucci, 1 Tory Drive, to the Historic District Commission for a three-year term to expire on June 30, 2025**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to reappoint Melanie K. Petrucci, 1 Tory Drive, to the Historic District Commission for a three-year term to expire on June 30, 2025.

- i. Robert K. Pine, 20 Montgomery Avenue, Worcester, MA 01608, to the Insurance Advisory Committee for a one-year term to expire on June 30, 2023**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to reappoint Robert K. Pine, 20 Montgomery Avenue, Worcester, MA 01608, to the Insurance Advisory Committee for a one-year term to expire on June 30, 2023.

- j. Stephen F. Madaus, 100 Front Street, Worcester, MA 01608, to Town Counsel for a one-year term to expire on June 30, 2023**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to reappoint Stephen F. Madaus, 100 Front Street, Worcester, MA 01608, to Town Counsel for a one-year term to expire on June 30, 2023.

- 11. Review and act to approve the warrant to police officer and/or dog officer pursuant to MGL Chapter 140 Section 153 for a one-year term to expire on June 30, 2023**

Mr. DePalo summarized the agenda item.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the warrant to police officer and/or dog officer pursuant to MGL Chapter 140 Section 153 for a one-year term to expire on June 30, 2023.

- 12. Review and act on the renewal of the Intermunicipal Agreement of Animal Control/Animal Inspector Services with the Towns of Westborough and Grafton for a six-month period through December 31, 2022**

Mr. DePalo summarized the agenda item.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to renew the Intermunicipal Agreement of Animal Control/Animal Inspector Services with the Towns of Westborough and Grafton for a six-month period through December 31, 2022.

**13. Review and act on Amendment 6 to the Intermunicipal Agreement for the Construction and Operation Westborough Treatment Plant**

Mr. DePalo summarized the agenda item. Noting that it allows the Board to approve amendments to the intermunicipal agreement.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the Amendment 6 to the Intermunicipal Agreement for the Construction and Operation Westborough Treatment Plant.

**14. Review and act on a salary adjustment for the Town Manager**

Mr. DePalo summarized the agenda item noting that the Board completed Mr. Mizikar's performance review in April and he received an "exceeds expectations/exceptional" on his review and this item is a follow up.

Ms. Casavant noted the 2% COLA increase and noted for other Town employees the exceeded expectations category related to 1.5% merit increase, making it a total of 3.5% increase for the manager.

Ms. Flynn agreed with the motion, and noted the scale that was put in place for other non-union town employees, she agrees with this adjustment.

Mr. DePalo noted that this is the first year of a merit based system.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve a salary adjustment of a 3.5% increase for the Town Manager.

**15. 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. DePalo summarized the agenda item and Mr. Samia summarized the proposed changes.

Mr. Samia noted that they streamlined the policy, added posting of all positions that expire to increases awareness of the positions that are out there and allow individuals to express interest and the Board would have the names of interested individuals going forward.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve proposed revisions to Board of Selectmen Policy #28 - Board of Selectmen Appointments to Municipal Boards, Committees, Commissions, and Ad Hoc Committees.

**16. Review and act on a development agreement with Greystar Development East, LLC for the construction of a 55+ residential apartment complex to be located at 409 South Street**

Ms. Las summarized the agenda item and the Board's previous interactions with Greystar. The development agreement allows the Board to have a little more control in the process. Various town staff have participated in negotiations with Greystar to create this development agreement.

Mr. DePalo noted that there is nothing about the doggy day care in the agreement and asked if there can be a provision here that they acknowledge that the day care is there.

Ms. Las noted that they could put together a side letter.

Ms. Flynn and Mr. DePalo agreed it would be good to have in writing.

Ms. Casavant noted it is a 40B project and acknowledged to residents that it not ideal to have housing there, but the development agreement gives the Board and the Town a “seat at the table” to have a discussion with the developer. She also noted that the Town is still not at our minimum for 40B housing so the best interest of the Town is to enter into the development agreement so they can have some control over the project because either way the project is happening.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the development agreement with Greystar Development East, LLC for the construction of a 55+ residential apartment complex to be located at 409 South Street

**17. Review and act on a petition to the General Court to change the name of the Board of Selectmen to Select Board in Accordance with Article 46 of the May 21, 2022 Annual Town Meeting**

Mr. DePalo summarized the agenda item.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to file a petition with the General Court to change the name of the Board of Selectmen to Select Board in Accordance with Article 46 of the May 21, 2022 Annual Town Meeting.

**18. Review and act on the street closure request from Wes Stoskopf and Brian Farrell for intersection of Oak Ridge Way and Knollwood Drive on Saturday, July 9, 2022 from 2:00PM to 7:00 PM with a rain date of July 23, 2022, for a neighborhood Block Party.**

Mr. DePalo summarized the agenda item.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the street closure request from Wes Stoskopf and Brian Farrell for intersection of Oak Ridge Way and Knollwood Drive on Saturday, July 9, 2022 from 2:00PM to 7:00 PM with a rain date of July 23, 2022, for a neighborhood Block Party.

**19. Review and act on the street closure request of Grant Woodward on behalf of A&G Construction LLC on July 12, 2022 to July 14, 2022, from 8:00am to 4:00pm, or in the event of inclement weather, July 19, 2022 to July 21, 2022, from 8:00am to 4:00pm.**

Mr. DePalo summarized the agenda item.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the street closure request of Grant Woodward on behalf of A&G Construction LLC on July 12, 2022 to July 14, 2022, from 8:00am to 4:00pm, or in the event of inclement weather, July 19, 2022 to July 21, 2022, from 8:00am to 4:00pm.

**20. Review and act on the street closure request of Michael Macura on behalf of Macura Excavating LLC to perform a water and sewer connection from July 18, 2022 to July 22, 2022, and July 25, 2022 to July 26, 2022 from 7:00am to 3:30pm.**

Mr. DePalo summarized the agenda item.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the street closure request of Michael Macura on behalf of Macura Excavating LLC to perform a water and sewer connection from July 18, 2022 to July 22, 2022, and July 25, 2022 to July 26, 2022 from 7:00am to 3:30pm with the condition that they provide messaging boards on route 9 and route 20 at least a week in advance.

Minutes

Shrewsbury Board of Selectmen

June 28, 2022

Page 7 of 2

**21. Review and act to authorize the Chair to sign Land Damage Agreements with MassDOT relative to the Route 20 (Hartford Turnpike) Lake Street Project**

Mr. DePalo summarized the agenda item.

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to authorize the Chair to sign Land Damage Agreements with MassDOT relative to the Route 20 (Hartford Turnpike) Lake Street Project.

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

**22. Email, dated June 20, 2022 from George Woodruff re: Not adding Fluoride in Public Water – So Noted –** acknowledge the letter and prepare a response in coordination with the Board of Health

**23. Email, dated June 23, 2022 from Robert Holland, Shrewsbury Scholarship Committee, re: Fw: Town of Shrewsbury Scholarship Thank You Note – So Noted**

Adjourned at 7:54 PM

Respectfully Submitted,



Taylor M. Galusha

**Referenced Materials:**

- Draft Scope of Work for a Housing Action Plan
- BOS Policy #28



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

**SCOPE OF SERVICE AFFORDABLE HOUSING TRUST ACTION PLAN**  
**JUNE 22, 2022**

**Introduction**

The Town of Shrewsbury's Affordable Housing Trust ("the Trust"), acting through the Planning and Economic Development Department ("PEDD"), seeks proposals from consultants to develop an Affordable Housing Trust Action Plan. Specifically, the Trust seeks the professional services from experienced planning and housing finance professionals qualified to develop a five-year framework to guide the activities of the Trust. The consultant will work with the Trust and others as necessary to create and refine the goals and strategies, lead public engagement processes, develop an operating and funding framework, and synthesize materials into the Action Plan.

**Action Plan Scope of Work**

The Trust seeks a consultant for the development and preparation of an Affordable Housing Trust Action Plan for the first five years of operation, setting forth the goals, priorities, and strategies that the Trust shall pursue to advance its purpose of preserving and creating low-and-moderate-income housing.

**1. Create and Refine Goals and Priorities**

The consultant will draft and refine the overall goals and priorities of the Trust. The consultant will draw from the 2016 Master Plan, 2019 Housing Production Plan, other relevant State and Regional planning documents and goals from the Trustees and stakeholders. With respect to each potential goal or priority, the consultant shall provide a preliminary assessment of options to advance it, including an assessment of the feasibility, budget, implementation method, and financial impact.

**2. Support in Public Engagement and Collaboration with Municipal Bodies**

The consultant will lead one public engagement session, either as a public forum or during regular meetings of a Town board or committee, in order to receive public comment on the goals and strategies of the Trust. The consultant will also lead a process of engaging other municipal bodies with housing experience or housing related responsibilities to provide their expertise and feedback on the goals, strategies, and preliminary financial plans.

**3. Development of Operating and Funding Framework**

The consultant team shall work with the Trust to establish an operating approach and strategy based on the Trust's goals and priorities, and information gathered through the public engagement process. This will include an evaluation of current funding sources, recommendations for additional revenue sources, and types of actions with high return on investment for housing needs. The consultant will establish a five year budget for the Trust



which corresponds to the goals and strategies previously identified along with available funding.

4. Prepare and Finalize Action Plan

During and following the public engagement process, the consultant will prepare a draft Action Plan for review and discussion by the Trust. The consultant shall amend, refine and finalize the Action Plan based on feedback and guidance from the Trust for final approval.

### Housing Related Documents

- [Affordable Housing Trust Website](#)
- [Affordable Housing Trust Bylaw](#)
- [2022 Community Preservation Plan](#)
- [2019 Housing Production Plan](#)
- [2016 Shrewsbury Master Plan](#)

### Deliverables

The consultant shall deliver six (6) hard copies of all reports produced, along with high-quality electronic copies of the same in an editable (Microsoft Word or Adobe InDesign format) and a searchable PDF version that is ADA compliant. Any data collected in support of the plan shall be provided to the Trust, including background data for charts and graphics. All materials will become the property of the Town of Shrewsbury.

### Budget

The Shrewsbury Affordable Housing Trust has not set a budget for this project, however, it anticipates a total cost of approximately \$30,000.

### Task List

The following is a draft of tasks for completion of the plan:

- **Planning and Preparation**
  - Kick off meeting with the Trust and approval of tasks and timelines
  - Preliminary guiding goals and strategies identified by Trust members and existing housing reports
- **Community Engagement**
  - Community forum/Board of Selectmen meeting
  - Round table discussions with other municipal bodies
  - Project Updates and draft of goals and strategies
- **Financial Review**
  - Review of existing financials and analysis of proposed growth of Fund
  - Draft financial strategies informed by draft goals and priorities
- **Review and Finalize**
  - Draft Action Plan for review and comment by Trust and other relevant Town boards and committees
  - Consultant revisions of draft Action Plan
  - Approval of Action Plan by the Trust

### Consultant Qualifications

- **Approach**

Proposals shall provide a clear articulation to the consultant's technical approach to be used in this project, including a detailed description of the proposed methods of public involvement, a proposed schedule of public engagement and financial analysis, and how the Town would contribute to the consultant's successful approach.

- **Availability**  
Proposals shall describe the availability of the consultant's resources to mobilize and an estimated timeline to initiate the Affordable Housing Trust Action Plan. Also, Proposals shall describe the availability of the consultant's resources to provide a dedicated and continuous team towards completion of all planning efforts.
- **Project Management**  
Proposals shall describe in sufficient detail the proposed Scope of Work, project approach, and methodology in managing and implementing a project of this size and scope. Key elements should include project understanding, project methodology and deliverables, roles and responsibilities, and a staffing plan.
- **Expertise**  
Proposals shall include a list of three (3) examples of relevant written work related to Affordable Housing Trusts, with no less than one (1) example prepared on behalf of a local government organization or comparable entity.  
Proposals should also provide information on the number of years in business and the number of municipalities worked with
- **Partnership**  
Proposals shall include how and why the consultant's consultant or project team would be a good partner with the Town; define reporting measures to be employed that will help ensure the likelihood of success in this project; explain how the company is qualified to meet the requirements of this RFP.

### **Evaluation Criteria**

The following selection criteria will be used to guide the selection of respondents who will advance to the interview process.

#### 1. Articulation of Technical Approach

**Highly Advantageous** – The proposal reflects a superior articulation of the consultant's technical approach for the project. The proposal approaches the project tasks and methods in a creative, credible and logical way. The proposal demonstrates an exemplary balance of public engagement and financial analysis. The proposed timeline successfully outlines how the consultant will draft the Action Plan document for the AHT using input from the Town, public engagement, and financial planning.

**Advantageous** - The proposal reflects a thorough and clear articulation of the consultant's technical approach for the project. The proposal approaches the project tasks and methods in a credible and logical way. The proposal demonstrates a satisfactory balance of public engagement and financial

analysis. The proposed timeline successfully outlines how the consultant will draft the Action Plan document for the AHT using input from the Town, public engagement, and financial planning.

**Less Advantageous** - The proposal reflects an adequate articulation of the consultant's technical approach for the project. The proposal approaches the project tasks and methods in a credible and logical way. The proposal demonstrates a decent balance of public engagement and financial analysis.

**Not Acceptable** - The proposal does not articulate the tasks and methods of the technical approach.

## 2. Resources and Availability

**Highly Advantageous** - The consultant team demonstrates a high level of resources to mobilize and initiate the Action Plan. The firm also demonstrates the highest level of commitment of a dedicated and qualified team for the full timeline of the Action Plan.

**Advantageous** - The consultant team demonstrates sufficient resources to mobilize and initiate the Action Plan. The firm also demonstrates the commitment of a dedicated and qualified team for the full timeline of the Action Plan.

**Less Advantageous** - The consultant team demonstrates adequate resources to mobilize and initiate the Action Plan. The firm also demonstrates the commitment of a dedicated and qualified team for the majority of the timeline for the Action Plan.

**Not Acceptable** - The consultant team does not have resources to initiate the Action Plan and does not demonstrate a committed team for the completion of the Action Plan.

## 3. Project Management

**Highly Advantageous** - The proposal presents creative and thoughtful details for the proposed scope of work, project approach, and methodology. Key elements of the project are clearly identified and new ideas are presented, along with a breakdown of responsibilities among the various parties involved. The proposal presents a highly desirable, logical project plan to be completed in a timely manner.

**Advantageous** - The proposal clearly and comprehensively addresses details for the proposed scope of work, project approach, and methodology. Key elements of the project are clearly identified, along with a breakdown of responsibilities among the various parties involved. The proposal presents a logical project plan to be completed in a timely manner.

**Less Advantageous** - The proposal addresses the proposed scope of work, project approach, and methodology. Key elements of the project are mostly identified, and a breakdown of responsibilities among the various parties involved is vague. The proposal presents a project plan to be completed in a timely manner.

**Not Acceptable** - The proposal does not indicate a timely completion of the project or adequate ability to manage the Action Plan.

#### 4. Demonstration of Expertise

**Highly Advantageous** - The proposals include more than three examples of relevant written work, as well as more than two examples prepared on behalf of a municipal government.

**Advantageous** - The proposals include three examples of relevant written work, as well as more than one example prepared on behalf of a municipal government.

**Less Advantageous** - The proposals include two examples of relevant written work, as well as one example prepared on behalf of a municipal government.

**Not Acceptable** - The proposals include less than two examples of relevant written work, and no example prepared on behalf of a municipal government.

#### 5. Partnership and Measures of Success

**Highly Advantageous** - Proposals identify and demonstrate the ability for a strong partnership with the AHT and Town. The proposal provides three or more reporting measures that will help ensure the likelihood of success of the project, as well as robust qualifications to meet the requirements of this RFP.

**Advantageous** – Proposals identify the ability for a strong partnership with the AHT and Town. The proposal provides two or more reporting measures that will help ensure the likelihood of success of the project, as well as robust qualifications to meet the requirements of this RFP.

**Less Advantageous** - Proposals identify the ability for an adequate partnership with the AHT and Town. The proposal provides one reporting measure that will help ensure the likelihood of success of the project, as well as the general qualifications to meet the requirements of this RFP.

**Not Acceptable** - The proposals does not position itself in partnership with the AHT and Town. It does not include reporting measures or qualifications to meet the requirements of the RFP.

#### **Please Provide the Following Additional Information**

- Contact person(s) and resume(s) of your firm's personnel that will be working on this assignment.
- References (at least 3 in the past 5 years)
- Attachment A: Completed Certificate of Non-Collusion
- Attachment B: Completed Certificate of Tax Compliance
- Attachment C: Completed Price Proposal Form

#### **Deadlines and Inquiries**

All questions regarding this Scope of Service must be received by the Town no later than August 1, 2022, and be addressed to the attention of the Planning and Economic Development Department,

Scope of Services  
Affordable Housing Trust Action Plan  
June 22, 2022  
Page 6 of 6

[planning@shrewsburyma.gov](mailto:planning@shrewsburyma.gov). If emailed, the subject line must state “SOS Questions – Affordable Housing Trust Action Plan”.

The Town of Shrewsbury will issue answers to the questions by August 8, 2022, 2022.

Proposals are due to the Planning and Economic Department no later than Thursday, August 25, 2022 at 4:30 p.m. Please email an electronic version of your proposal to [planning@shrewsburyma.gov](mailto:planning@shrewsburyma.gov).

Proposals will be reviewed and ranked by the AHT. Firms may be asked to prepare and attend an interview with the AHT the week of September 12, 2022.

The anticipated project start date is October 3, 2022.

DRAFT

**Attachment A**  
**CERTIFICATE OF NON-COLLUSION FORM**  
**TOWN OF SHREWSBURY AFFORDABLE HOUSING TRUST**  
**ACTION PLAN REQUEST FOR PROPOSAL**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith, and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Signature of Individual Submitting Bid or Proposal

\_\_\_\_\_  
Name of Individual Submitting Bid or Proposal

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Date

BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND  
SUBMITTED WITH THE BID OR PROPOSAL.

**Attachment B**  
**CERTIFICATE OF TAX COMPLIANCE FORM**  
**TOWN OF SHREWSBURY AFFORDABLE HOUSING TRUST**  
**ACTION PLAN REQUEST FOR PROPOSAL**

Pursuant to MGL Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Social Security Number or  
Federal Identification Number

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Signature and Title of Individual or  
Responsible Corporate Officer

BY STATE LAW THIS CERTIFICATE OF TAX COMPLIANCE FORM MUST  
BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.

REQUEST FOR PROPOSALS  
TOWN OF SHREWSBURY AFFORDABLE HOUSING TRUST ACTION PLAN  
JUNE 2022

**Attachment C**  
**PRICE PROPOSAL FORM**  
(To be placed in a separate sealed envelope)

RFP #BS-1 Developer Responses  
TOWN OF SHREWSBURY AFFORDABLE HOUSING TRUST ACTION PLAN  
REQUEST FOR PROPOSAL  
Shrewsbury, MA 01545

CONTRACTOR      Town Manager  
                         Shrewsbury Town Hall  
                         100 Maple Avenue  
                         Shrewsbury, MA 01545

PROPOSER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT:              Developer Responses for Affordable Housing Trust Action Plan  
Request for Proposals

Proposed Price (in words): \_\_\_\_\_

Proposed Price" (in numbers): \$ \_\_\_\_\_  
Please attach detailed budget and detailed breakdown by planning element of professional  
service fees, assigned project staff and hourly billing rates of staff.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed



**POLICY STATEMENT  
BOARD OF SELECTMEN**

**Title:** Board of Selectmen Appointments to Non-Elected Boards, Committees, Commissions, and Ad Hoc Committees

**Policy Number:** 28

**Adoption Date:** March 23, 2021

**Revision Date:** June 28, 2022

**Purpose:** To set a standard policy on Board of Selectmen appointments to non-elected boards, committees, commissions and ad hoc committees

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**Policy:**

Board of Selectmen (the “Board”) Appointments to Non-Elected Boards, Committees, Commissions and Ad Hoc Committees (“Board Appointed Positions”).

1. This policy sets forth the guidelines for the Board’s appointments of town residents to Board Appointed Positions.
2. The Board is committed to involving the broadest participation of qualified town residents through its appointments to Board Appointed Positions. Whenever possible, the Board will seek variety in backgrounds, interests, length of residence and geographic areas of residents, to reflect a true cross section of the community in the composition of Board Appointed Positions.
  - A. Appointments shall be based solely on merit.
  - B. In order to attract qualified and interested persons to Board Appointed Positions, all vacancies, including those resulting from an expiring term, will be advertised in accordance with this policy.
3. The Board shall advertise all Board Appointed Positions approximately six to eight weeks before the expiration date of the term(s) of such Board Appointed Positions. The Board seeks to encourage broad resident participation by communicating opportunities to serve through advertising on the town website, social media and print media, to the broadest extent possible. The advertisement will include a statement to the effect that a vacancy may or may not be available for some or all of the advertised Board Appointed Positions.
4. In the case of a member who has been serving in an expiring Board Appointed Position, a notice will be sent to the member approximately six to eight weeks before the expiration date of the term. The member will be asked to respond to the Board via letter or email within two (2) weeks of the date of such notice, indicating whether the member is interested in being reappointed. In the event that the member does not respond within the time period described above and is still interested in reappointment, the Board may request that such member

reapply for appointment. The Board, at its discretion, may or may not elect to reappoint any member of a Board Appointed Position whose term is expiring.

5. Individual town residents seeking appointment to any Board Appointed Position are requested to send a letter of interest and resume to the Board's office within the timeframe advertised for such position.
6. Individual town residents who respond to such advertisement and who are not appointed to such position will be notified that they may be considered by the Board, at its discretion, for appointment to a current or future vacancy on any Board Appointed Position.
7. The Board encourages the Town Manager and other town officials who make appointments to boards, committees, commissions and Ad Hoc committees to follow the guidelines set forth in this policy when making any such appointments

### **Standing Committees**

1. The Board appoints various non-elected boards, committees, commissions and Ad Hoc committees as provided by state statutes, the Town Manager Act, as amended and adopted by the Town of Shrewsbury, and Town Bylaws.
2. The Board shall not appoint any resident, nor shall any resident accept an appointment, to serve simultaneously on more than one municipal board, committee and commission. The foregoing limitation includes elected individuals who may not otherwise be prohibited from serving on multiple municipal boards, commissions and/or commissions by statute, Town Bylaws or otherwise. The Board may waive the provisions of this paragraph by a vote approved by at least 75% of the Board members present.

Notwithstanding the foregoing, town residents who have been elected to a committee, appointed by another Board or committee, or who serve by operation of statute, bylaw or other rule, may be appointed by the Board to an Ad Hoc committee.

3. Individuals who are currently, as of the initial adoption date, serve on multiple boards, committees, and commissions as referenced under *Standing Committees, Item 2* above, may continue serving until the end of the term of such boards, committees, and commissions, as the case may be. Individuals will be given the opportunity to communicate which one of the multiple boards, committees, and commissions of which they are a member that they desire to continue to serve.
  - a. The Board will make a decision on such a request and may or may not vote to approve the request.

### **Ad Hoc Committees**

1. The Board may appoint standing or Ad Hoc advisory committees to aid on matters under the Board's jurisdiction. The use of such Ad Hoc advisory committees is expected to provide greater expertise and more widespread citizen participation in the operation of government.
2. It is the policy of the Board to appoint qualified citizens representing all sections of the town to such Ad Hoc advisory committees.
  - a. Membership on Ad Hoc committees in addition to the committees referenced in Standing Committees Item 1 is allowed when the nature of the business of the said committee would benefit from the knowledge and input of said members.
3. Charges to Ad Hoc advisory committees will be in writing and shall include the work to be undertaken, the time in which it is to be accomplished and the procedures for reporting to the Board. Each committee must report in writing at least annually to the Board. The Board will discharge committees upon the completion of their work.
4. The charges and membership of standing advisory committees will be reviewed periodically (at least annually) to assess the necessity and desirability of continuing the committee.

**Effective Date**

1. This policy, as amended, shall be effective as of the last revision date set forth above.