



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, August 9, 2022 - 7:00 PM
MINUTES

Present: Maurice DePalo, Beth Casavant, Theresa Flynn, John Samia, Michelle Conlin

Also Present: Kevin Mizikar, Town Manager, Rowen McAllister, Assistant Town Planner, Alexandria Martinez, Management Analyst

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

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 2308, 2308ME, 2310, 2263S and 2303.

2. Approve Minutes of July 26, 2022

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board voted 4-0 with one abstention to approve the minutes of July 26, 2022.

3. Announcements/Reports

a. Strategic Plan Community Feedback Schedule

Mr. Mizikar provided an update on the Strategic Plan initiatives, and noted that over 100 residents have participated in virtual or in person strategic engagement sessions.

4. Town Manager's Report

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

Mr. Mizikar did not have an update on COVID-19 case counts or vaccination data. Mr. Mizikar provided an update on the Climate Action plan, noting that over 60 individuals have pulled the RFP. A pre-proposal meeting was held and 20 firms participated in the call. Mr. Mizikar also advised that the RFP for the Multimodal Transportation Study is out, with a pre-proposal conference scheduled for next week.

5. 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 were no individuals present for the public comment period.

Meetings/Hearings:

6. Meeting with Attorney John Mooradian, on behalf of Burtons Grill of Shrewsbury, LLC., d/b/a Burton's Grill & Bar, 193 Boston Turnpike, regarding an Application for a Change of LLC Managers and Change of Ownership Interest to its Section 12 All Alcohol Restaurant License.

Gregory Demakis appeared on behalf of Burton's Grill of Shrewsbury, LLC to review the Change of LLC Manager and Ownership Interest. Mr. Demakis advised the Board that there are no changes to operations, and Burtons Grill LLC is selling their memberships. The format of the business will stay the same, and there are no changes to the manager on record. On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the application for a Change of LLC Managers and Change of Ownership Interest to the Section 12 All Alcohol Restaurant License of Burtons Grill of Shrewsbury, LLC, d/b/a Burton's Grill & Bar, 193 Boston Turnpike.

7. Meeting with Rowen McAllister, Assistant Town Planner, to discuss Affordable Housing and Chapter 40B in Shrewsbury

Ms. McAllister provided an update to the Board of Selectmen and walked through the memorandum on Affordable Housing and Chapter 40B in Shrewsbury. Ms. McAllister advised that Chapter 40B is a state law that was enacted in the 1960's to create affordable housing. The Comprehensive Permit fast tracks the review process, and consolidates what would be multiple board review into just the ZBA. The process limits municipalities abilities to deny or modify proposals, and requires a 10% threshold for affordable units.

The Board discussed aspects of the memo including safe harbor and how that is applicable for the potential development of 409 South Street. The Town is working towards a potential Local Initiative Program with 409 South Street, which will give the Town more of a stake in the process and serve as an incentive for the developer to access opportunities for more funding.

New Business:

8. Review and act on One Day Beer/Wine/Common Victualler License request of David Anthony Finlay, Saint Mary's Parish, 20 Summer Street, for the following events:

- a. **St. Mary's Family Festival on Friday, September 16, 2022 from 5:00 PM to 10:00 PM**
- b. **St. Mary's Family Festival on Saturday, September 17, 2022 from 12:00 PM to 10:00 PM**
- c. **St. Mary's Family Festival on Sunday, September 18, 2022 from 12:00 PM to 5:00 PM**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the One Day Beer and Wine and Common Victualler License request of David Anthony Finlay, on behalf of Saint Mary's Parish for St. Mary's Family Festival.

9. Review and act on the proposed amendments to Board of Selectmen Operational Policy 29 - Request for Street Address Change

Mr. Mizikar advised that staff has made minor recommendations to the policy to clean up the application process. On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the proposed amendments to Board of Selectmen Operational Policy 29 – Request for Street Address Change.

10. Review and act on the updated application for the Transfer of License from AG United Incorporated, d/b/a 7-11, to Karak Family Inc., d/b/a 7-11 for a Section 15 Package Store Wine and Malt Beverages License

The Board reviewed the updated changes to the application based on the request from the Alcoholic Beverages Control Commission. On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to approve the updated application documents for Karak Family, Inc. d/b/a 7-11.

11. Review and act to designate the Police Chief the authority to assign specific police officers to polling places pursuant to the VOTES Act

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to authorize the Chief of Police to designate and assign a minimum of one police officer per polling location.

12. Review and act on the appointment of precinct officers to serve a one year term expiring August 31, 2023

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to appoint precinct officers to serve a one year term expiring August 31, 2023.

13. Review and act to authorize the Chair to send a letter to the Zoning Board of Appeals Regarding 409 South Street Comprehensive Permit project

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to authorize the Chair to send a letter to the ZBA regarding 409 South Street Comprehensive Permit project.

14. Review and Act to authorize the chair to sign an application to Mass Housing Partnership for a technical assistance grant for the 409 South Street Comprehensive Permit project

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to authorize the Chair to sign an application to the Mass Housing Partnership for a technical assistance grant for the 409 South Street Comprehensive Permit project.

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

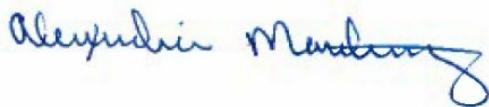
15. **Email, dated July 28, 2022 from George Woodruff, 5122 Avalon Way, re: CDC Unpublished Data Obtained by FOIA - so noted**
16. **Email, dated August 2, 2022 from Fire Chief James Vuona, re: FF Awards Night Tuesday August 9th - so noted**
17. **Email, dated August 2, 2022 from Rowen McAllister, Assistant Town Planner, re: 409 South Street Comprehensive Permit - so noted**
18. **Email, dated August 3, 2022 from Jacob Furman and Nicole Shen, Shrewsbury High School Students, re: Used Cooking Oil Project - so noted**
19. **Email, dated August 3, 2022, from George Woodruff, 5122 Avalon Way, re: Our Opportunity - so noted**

ZBA Decisions:

20. **ZBA Decision of July 25, 2022 for Emmaty, Inc for special permit for property located at 58 Beverly Hill Drive - so noted**
21. **ZBA Decision of July 25, 2022 for Theofore LaBonte for special permit for property located at 22 Plainfield Ave - so noted**
22. **ZBA Decision of July 25, 2022 for Richard Luzzo for special permit for property located at 346 Walnut Street - so noted**
23. **ZBA Decision of July 25, 2022 for Justin Stockwell for special permit for property located at 73 Lake Street - so noted**
24. **ZBA Decision of July 25, 2022 for Barlo Signs for special permit for property located at 200 Hartford Turnpike - so noted**

On a motion by Ms. Casavant, seconded by Ms. Flynn, the Board unanimously voted to adjourn at 8:03pm.

Respectfully submitted,



Alexandria Martinez
Management Analyst

Referenced Materials:

- Board of Selectmen Operational Policy 29
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**POLICY STATEMENT
BOARD OF SELECTMEN**

Title: Request for Street Address Change

Policy Number: 29

Adoption Date: March 23, 2021

Revision Date: August 9, 2022

Purpose: To set a standard policy on the consideration by the Board of Selectmen regarding address change requests from a property owner

Policy:

Due to many agencies and service providers being affected, the Town of Shrewsbury does not change existing address numbers based on the perceived commercial benefit to a property and/or for cultural preferences. Existing address numbers can only be changed for one of the following reasons:

- The existing address number is out of sequence with the adjacent addresses
- Entry change on a corner lot with building permits for a remodel or new development
- The business/residence has documented difficulty receiving emergency services or mail delivery
- Recognition of a historically utilized address

Pursuant to Article 8 of the General Bylaws; Numbering of Buildings, the Board of Selectmen will follow the process below in respect to a request from a property owner for a street address change on an existing parcel:

1. Property owner submits a request to the Board of Selectmen including the following information:
 - a. A completed *Request for Address Assignment* form, and all applicable fees.
 - b. The property owner or his /her legal representative must sign the form. **A tenant cannot sign for a property owner.**
 - c. Site plan showing the property lines, building footprint and entrance to the building
 - d. Floor plans are required for changes in unit numbering
2. The Board of Selectmen staff will distribute the request to the Assessor's Office for preliminary review. As part of the preliminary review, the Assessor's Office will send notification to the Building, Engineering, Planning, Police, and Fire Departments, seeking their review and comment within the next ten (10) business days.
3. Following receipt of the Principal Assessor's preliminary review, the Board of Selectmen will review and act on the request at the next available meeting.

4. The Board of Selectmen staff will notify the property owner and the Principal Assessor of the actions taken at the Board of Selectmen's meeting.
5. If the Board of Selectmen approve the address assignment, the Principal Assessor will follow the protocol of notification to all Shrewsbury departments, SELCO, Master Address Table, MASS911, and the Postmaster General within ten (10) business days of receipt of the Board of Selectmen approval. Individual departments will change the address in all Town software to assist the property owner with applicable business, such as utility accounts.
6. The Board of Selectmen will file an official letter with the Town Clerk stating the approved address change and referencing the Address, Parcel ID, MBL