

Board of Selectmen  
Regular Minutes  
December 28, 2020

Present: Chair Brian R. Keyes, Louis J. Arcudi, III, Glenda Hazard, Town Administrator Diana Schindler

Chair Keyes convened the meeting at 7:00PM

Pledge of Allegiance

Consent Items

Approval of December 21, 2020 Regular Minutes

Chair Keyes and Selectman Arcudi stated that they have read the December 21, 2020 Regular Minutes.

Selectman Arcudi made a motion to approve the December 21, 2020 Regular Minutes. Selectman Hazard seconded the motion.

Arcudi – Aye, Hazard – Aye, Keyes – Aye

Appointments and Resignations

Resignation of Leo Lyons as Tree Warden, effective December 22, 2020

Chair Keyes read Leo Lyons resignation letter. Chair Keyes thanked Leo for his service and time with the Town of Hopedale. Selectman Hazard asked Town Administrator Schindler who is the new contact person until the Tree Warden position is filled? Town Administrator Schindler stated that Chris Nadeau, Highway Superintendent is covering for the Tree Warden until the position is filled. She urged residents to contact him via the website contact page, unless there is an emergency then call 911 or Dispatch. Chair Keyes stated that if any residents are having trouble contacting to please reach out to the Town Administrator or himself. Town Administrator Schindler explained that this is an elected position and will be voted on at the next Town Meeting.

Selectman Arcudi made a motion to accept the resignation of Leo Lyons as Tree Warden effective December 22, 2020. Selectman Hazard seconded the motion.

Arcudi – Aye, Hazard – Aye, Keyes – Aye

New Business\*

Approval of the grant through the Community Compact Cabinet's (CCC) Information Technology Grant, \$46,900 for electronic permitting – Letter Attached (Vote)

Town Administrator Schindler explained the grant and the grant process. Town Administrator Schindler stated that every year the Town is eligible because the Town has a community compact with the state that started several years ago. The Fire Department, Building Commissioner and the Board of Health requested electronic permitting, so we have applied for electronic permitting and received an award. The award totals \$46,900.00, this will allow the Town to implement the electronic permitting for at least 3 Departments. We are considering the Fire Department, Building Department and Board of Health. However, if the Board of Health is not ready at this time then we can change that to the Board of Selectmen's Office. The constituents will be able to get forms signed online instead of having to come into Town Hall and get signed in person. Selectman Arcudi asked Town Administrator Schindler how we will receive the award of \$46,900 (all at once, per section or is it given after the fact). Town Administrator Schindler responded that the Town would receive a certain amount at first to get started, put together the project and then receive the remaining funds. She stated that she has worked with the company "OpenGov". Together, they were able to come up with the estimate for this grant. Selectman Arcudi thanked everyone involved in obtaining this grant.

Selectman Hazard made a motion to accept the Community Compact Cabinet's (CCC) Information Technology Grant of \$46,900. Selectman Arcudi seconded the motion.

Hazard – Aye, Arcudi – Aye, Keyes – Aye

## 2021 Annual License Renewals (Vote)

Chair Keyes stated that the Board will approve the license renewals by class, common victualler and non-Sunday entertainment.

Selectman Arcudi made a motion to grant D. C. Bates Equipment Co. Inc. their 2021 Class I License effective January 1, 2021 thru December 31, 2021. Selectman Hazard seconded the motion.

Arcudi – Aye, Hazard – Aye, Keyes – Aye

Selectman Hazard moved to approve the Class II License Renewals effective January 1, 2021 thru December 31, 2021 to Milford Auto Sales, Arthur Peigeon dba A&S Detailing & Auto Sales, Costa Auto Group, Duest Motors, Lord & Sons Auto Body & Paint, Off Lease Auto, Patriots Custom Auto, Inc. Selectman Arcudi seconded the motion.

Hazard – Aye, Arcudi – Aye, Keyes – Aye

Selectman Arcudi made a motion to grant Common Victualler license renewals effective January 1, 2021 thru December 31, 2021 to Maria's Pizza, Hong Kong House, Hopedale Donuts, Inc (Dunkin Donuts), Hopedale Country Club, Beyond Full, Christiano Pizza, (Passing Over Cumberland Farms). Selectman Hazard seconded the motion.

Arcudi – Aye, Hazard – Aye, Keyes – Aye

Chair Keyes stated that Cupcake Girl will be missed in the Town of Hopedale and it is sorry to see that the Town has lost one of its vendors.

Chair Keyes opened the meeting up for questions or comments regarding the Common Victualler License Renewals. Selectman Arcudi asked if the Town has not received their license renewal packet? Executive Assistant, Lindsay Mercier stated that we have not received Cumberland Farms renewal packet at this time, a late fee will be applied to their renewal fee. Selectman Arcudi asked if Cumberland Farms will be able to sell/serve food products that they make after December 31, 2021 without a renewed license for the year 2021? Town Administrator Schindler explained that a common victualler license authorizes companies to have seating areas where they can eat food. This does not extend to companies preparing food without seating. There are Board of Health permits that cover companies serving food. Chair Keyes asked if Cumberland Farms gets approved on January 4, 2021, will this put the Town of Hopedale in any sort of liability, if Cumberland Farms is operating in a fashion where they are serving food (hotdogs, pizza, etc.). Town Administrator Schindler stated that the Town will not be liable, it is the Board of Health's jurisdiction regarding food permits for Cumberland Farms to serve food (without seating). The common victualler license indicates that there is a seating area in establishments, where customers can consume food but because of COVID-19, establishments are not permitted to allow customers to eat at seating areas. Selectman Arcudi asked what the is the total for the late fee? Executive Assistant Mercier stated that the late fee is \$100.

Selectman Arcudi made a motion to grant the Non-Sunday Entertainment License to the Hopedale Country Club. Selectman Hazard seconded the motion.

Arcudi – Aye, Hazard – Aye, Keyes – Aye

Chair Keyes asked Town Administrator Schindler what is the difference between the non-Sunday entertainment license and the common victualler license? Town Administrator Schindler responded that non-Sunday entertainment is either live or amplified entertainment, i.e., jukebox, live band. Town Administrator Schindler stated that the Hopedale Country Club is aware that this is not allowed in establishments because of COVID-19.

Old Business

COVID Town Hall Updates

Town Administrator Schindler stated that the same policies are in place at Town Hall as at their previous meeting on Monday, December 21, 2020. She recommends leaving these policies in place and revisit at the next meeting on Monday, January 4, 2020 to see if there are any changes. Town Administrator Schindler stated that Department Heads are still available by appointment and if residents need to schedule an appointment to call the main number for Town Hall. There are no “open hours” currently. The Town Clerk is also available by appointment to get documents notarized. The Town does have zoom available for residents to meet by appointment with Departmental Employees.

Public and Board Member Comments (votes will not be taken)

Selectman Arcudi, Selectman Hazard and Chair Keyes wished everyone a happy and healthy New Year.

Correspondence and Selectmen Informational Items (votes will not be taken)

Town Administrator Schindler asked if the Board would like to be made aware of the numerous records request and freedom of information act requests that have been received over the past several weeks. Chair Keyes stated that the Board would like to be made aware of any information requests sent into the Town. Chair Keyes stated that the Board does not need to be made aware of every request, but if it is an item that could turn into an issue that needs to be resolved then notify the Board via an agenda item or discussed in open session.

Requests for Future Agenda Items:

Town Administrator Schindler stated that in an October or November meeting, the Road Commissioners reviewed the complete streets draft policy. This policy must formally be adopted by the Board of Selectmen. She would like to add this as a future agenda item on January 4, 2020 so there can be a first reading and make it public, so the residents can review it as well. Chair Keyes agreed to put it on the January 4, 2020 meeting. Town Administrator Schindler stated that the Finance Committee is aware of the request for a joint meeting in the month of January with the Board of Selectmen to discuss cycles and objectives regarding the FY22 budget.

Administrator Updates

- a. CARES Act Coronavirus Relief Fund – Municipal Program (CvRF-MP) Reconciliation Period, 12/17-1/29/2021
- b. Open Space Planning & Zoning Bylaw Codification; MOU w/ CMRPC: Funded by the EEA
- c. Streetlight Acquisition/LED Conversion

Town Administrator Schindler stated that the Open Space Planning & Zoning MOU is not yet finalized and will be put on a future agenda. The Streetlight audit has been completed and we are working with National Grid to get the acquisition paperwork finalized. We are also working with RealTerm Energy to do the purchasing for the new equipment. Regarding the CARES Act reconciliation, the Town originally had an allotment of \$500,000, so far, the Town has used about \$350,000. We are in the last week of spending for this and we are going to give some additional funding to the Salmon VNA Group which has been doing all our public health, nursing. Salmon VNA Group is going to assist us with getting the vaccine out.

Executive Session: None

Selectman Hazard made a motion to adjourn. Selectman Arcudi seconded the motion.

Hazard – Aye, Arcudi – Aye, Keyes – Aye

Chair Keyes dissolved the meeting at 7:34PM

*Submitted by:*

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*Lindsay Mercier, Executive Assistant*

*Adopted:* \_\_\_\_\_

## COMPLETE STREETS POLICY

Adopted \_\_\_\_\_

### Vision and Purpose:

Complete Streets are designed and operated to provide safety and accessibility for all users of our roadway, trails, and transit systems including, but not limited to, pedestrians, bicyclists, transit riders, motorists, emergency and freight and commercial vehicles and for people of all ages and abilities

Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout the community. The purpose of Hopedale's Complete Streets Policy, therefore, is to accommodate all road users by creating a road network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the Town of Hopedale to formalize the plan, design, operation and maintenance of streets so that they are safe for all users of all ages and abilities as a matter of routine.

This policy directs decision-makers to consistently plan, design, and construct transportation corridors that will accommodate all anticipated users.

### Core Commitment:

The Town of Hopedale recognizes that users of various modes of transportation, including, but not limited to, pedestrians, cyclists, motorists, transit and school bus riders, delivery and service personnel, emergency responders and freight haulers are legitimate users and deserve safe facilities. "All Users" includes users of all ages and abilities.

The Town further recognizes that all roadway projects whether new, maintenance, or reconstruction are potential opportunities to apply Complete Streets design principles. Therefore, the Town will, to the maximum extent practical, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for All Users.

Where feasible, Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects. This includes transportation infrastructure and street design projects requiring funding or approval by the Town of Hopedale, as well as projects funded by the state and federal government, such as Chapter 90 funds, Town improvement grants, Transportation Improvement Program (TIP), MassWorks Infrastructure Program, Community Development Block Grants (CDBG), capital funds from the Town and other state and federal funds for street and infrastructure design. Private developments and related street design components or corresponding street-related components shall adhere to and comply with the Town of Hopedale's Complete Streets principles. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets resolution, including the design, construction, and maintenance of such roadways within town boundaries.

The Town will apply Complete Streets principles for routine roadway maintenance and repair projects where feasible.

### Exceptions:

Other transportation infrastructure projects, including but not limited to reconstruction, roadway reconfigurations, or subdivisions, transportation infrastructure may be excluded, upon approval by the Board of Selectmen and/or its designee, where documentation and data indicate that:

1. Cost or impacts of accommodation is excessively disproportionate to the need, probable use or probable future use.

2. Facilities where specific uses are prohibited by law. An effort will be made in these cases for accommodations elsewhere.
3. Other Town policies, regulations, or requirements contradict or preclude implementation of Complete Streets principles.
4. Site conditions render implementation infeasible.

#### Best Practices:

The Town of Hopedale Complete Street policy will focus on developing a connected, integrated network that serves all users of roads and pedestrian ways. Complete Streets will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair and maintenance of transportation facilities on streets and redevelopment projects.

Implementation of the Town of Hopedale Complete Streets Policy will be carried out cooperatively within all departments in the Town of Hopedale with multi-jurisdictional cooperation, to the greatest extent possible, with state, regional, and federal agencies. The Town will encourage the use of Complete Streets principles among private developers.

Complete Street principles include the development and implementation of projects in a context-sensitive manner in which project implementation is sensitive to the community's physical, economic, and social setting. The context-sensitive approach to process and design includes a range of goals by giving significant consideration to stakeholder and community values. It includes goals related to livability with greater participation of those affected in order to gain consensus. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historic and environmental resources while improving or maintaining safety, mobility and infrastructure condition.

The Town of Hopedale recognizes that Complete Streets may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The latest design guidance, standards and recommendations available will be used in the implementation of Complete Streets including:

#### Policy References:

1. Massachusetts Department of Transportation (Mass DOT) Project Development & Design Guide (latest edition);
2. Mass DOT Separated Bike Lane Planning & Design Guide (latest edition);
3. American Association of State Highway and Transportation Officials (AASHTO), A Policy on The Geometric Design of Highways and Streets (latest edition);
4. United States Department of Transportation Federal Highway's Administration's Manual on Uniform Traffic Design Controls;
5. Architectural Access Board (AAB) 521 CMR Rules and Regulations;
5. Documents and plans created for Town of Hopedale, such as Master Land Use Plan, Open Space and Recreation Plan, and any bicycle and pedestrian network plans contained within other town plans or studies;
6. Other resources may be consulted.

#### Implementation:

The Town will make Complete Streets practices a routine part of everyday operations, will approach all transportation projects and programs as opportunities to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies and jurisdictions to achieve Complete Streets.

The Town will review and either revise or develop proposed revisions to all appropriate planning documents (master plan, open space and recreation plan, etc.) zoning and subdivision codes, laws, procedure, rules, regulations, guidelines, program, and templates to integrate Complete Streets principles in all street projects on streets. **The Road Commissioners, with support of Highway Superintendent, will be responsible for implementing and managing this initiative.**

The Town will maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will prioritize projects to eliminate gaps in the sidewalk and bikeway network and provide opportunities for expansion and extensions.

The Town will reevaluate Capital Improvement Projects prioritization to encourage implementation of Complete Streets implementation.

The Town will make its best effort, as resources allow, to train pertinent town staff and decision-makers on the content of Complete Streets principles and best practices for implementing policy through workshops and other appropriate means.

The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way and will make a best faith effort to coordinate with adjacent municipalities to ensure a seamless network of facilities for all users of the roadway.

The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.

The success and improvement opportunities regarding Complete Streets implementation will be evaluated annually by the Town Administrator, in conjunction with **Highway Superintendent**, Schools, Council on Aging, the ADA Coordinator, and other relevant officials, the findings of which shall be reported to the Selectboard and to the Town, through its Annual Town Report. Performance measures shall consider number of staff with CS training, infrastructure improvements including, but not limited to, total miles of bicycle accommodations; linear feet of sidewalk added; # of crosswalks/curb ramps upgraded/improved and made ADA complaint; closures of any gaps in pedestrian/bicycle network; and upgrades to transit facilities. Other factors such as public transit ridership and increased public participation in bicycle/pedestrian systems will also be considered.

This policy is hereby adopted by the Hopedale Board of Selectmen.

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Brian R. Keyes, Chair

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Louis J. Arcudi III, Member

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Glenda Hazard, Member

License Type(s)	LIC BUSINESS NAME	LIC PHYSICAL ADD #1	BUS TOWN	BUS STATE	BUS ZIP	LIC BUSINESS DBA	TAX STATUS	PACKET STATUS
Common Victualler	Cumberland Farms, Inc	115 Mendon Street	Hopedale	MA	01747	Cumberland Farms #0197	current	PACKET COMPLETE