



## **Randolph Town Council**

### **DRAFT Meeting Minutes**

**Meeting Date: Monday, November 28, 2022 at 6:00 p.m., Remote Meeting via Zoom**

**Call to Order:** Council President W. Alexopoulos called the meeting to order.

**Roll Call – Council Members Present:** Christos Alexopoulos, William Alexopoulos, Richard Brewer, Natacha Clerger, Ryan Egan, Jesse Gordon, Katrina Huff-Larmond, Kevin O’Connell (Councillor Burgess Absent)

**Pledge of Allegiance:** Pledge of Allegiance led by Councillor Huff-Larmond.

**Moment of Silent Prayer:** Moment of Silent Prayer held.

#### **Approval of Minutes:**

1. Minutes of Town Council Meeting of November 7, 2022

Councillor Burgess entered the meeting at 6:04 PM.

Councilor Gordon requested the following edits to the draft minutes: Councillor Gordon moved to make a correction on the November 7, 2022 meeting minutes. Under Councillor Comments number 2, “A Heart on the Mane” should read “A Heart on the Mend” and the dates should be December 9, 10, and 11 not November 15, 2022.

Motion to approve the minutes made by Councillor Clerger, subject to the corrections stated by Councillor Gordon, seconded by Councillor O’Connell.

Roll Call Vote: 8-0-1 (Councillor Burgess Abstained)

Motion Passes.

#### **Old/Unfinished Business:**

1. Councilor Order 2022-053: FY2023 Reserve Fund

Council President Alexopoulos introduced Council Order 2022-053. Town Attorney Griffin stated that this Council Order was advertised, and this is the second meeting so it is available for a vote tonight.

Town Manager Howard spoke about the intent for the reserve fund this year which will be for snow and ice, and additionally, the school project which is going out to bid sometime in mid-January so it is important to have some funds available to help with that project.

Motion to approve Council Order 2022-053 as presented made by Councillor Egan, seconded by Councillor Brewer. Discussion was held regarding other MSBA towns and the procedures for spending funds from a reserve fund.

Roll Call Vote: 9-0-0

Motion Passes.

### **New Business:**

1. Council Order 2022-055 Authorizing the Town of Randolph to Enter into a Grant Agreement with Norfolk County for Funding Under the American Rescue Plan Act

Council President Alexopoulos read Council Order 2022-055 into the record. Town Manager Howard gave a brief explanation regarding the purpose of this Council Order which is to accept the portion of ARPA funding coming directly from Norfolk County for our allotment total of \$6,474,184.00 to fund the costs related to the Tri-Town Regional Water Treatment Plant.

Motion to approve Council Order 2022-055 for the maximum Norfolk County grant amount of \$6,474,184.00 as described by the Town Manager made by Councillor Burgess, seconded by Councillor Egan. Discussion was held regarding the different sections of monies that have been made available through ARPA. Additional discussion was held regarding a grant administrator position being perfect to review the documents associated with these Council Orders.

Roll Call Vote: 8-0-0 (Councillor Egan absent during vote)

Motion Passes.

### **Public Hearings:**

1. 6:21 PM: Special Permit Application and Site Plan and Design Review for a Proposed Remote Drive-Up Teller Unit located at 7-31 Warren Street

This is a continued public hearing. The Public Hearing was opened at the last Town Council Meeting (November 21, 2022). This hearing concerns two requests. One request is for a special permit and the second is for site plan and design review for this project. Both public hearings are being conducted together.

David Tidwell, J.P. Fine and Phil Cordeiro are all present for the Applicant.

Council President Alexopoulos: We had left it that you were going to get us some additional information that was requested by the Council. I see that that came through this morning with pictures of some signage and dimensions of the drive through sign on North Main Street, and additional signage on the drive up teller and the drive up teller canopy, the design plan on that as well, as well as the drive through signage painted on the ground, the lighting, and the request for the traffic flow.

Mr. Cordeiro: That is correct. We tried to answer the questions that were raised last week by providing clarifying information.

Mr. Cordeiro presented on behalf of Applicant. The Applicant showed some of the updated plans and information that had been submitted to the Council.

Mr. Cordeiro showed a map of the Site Plan (C-102).

Mr. Cordeiro: We want to make sure it is clear where the location of the remote drive up teller is. The layout has not changed. But we have provided inset detail to be clear on the location, that we have a concrete pad, and on top of that pad is a circular pedestal, which is the vacuum tube and communications screen, and then surrounding that is a line showing the limit of the overhead canopy.

With regard to the overall Site Plan, we have added some landscaping. Silver Maples at either end of the drive up queue. There is also additional landscaping at the island along North Main Street.

Mr. Cordeiro displayed the proposed sign plan (C-502).

We have also provided pertinent details on all of the signs that are submitted and requested for this property. The 4<sup>th</sup> sheet in the drawing set has each sign location.

At North Main Street there would be a directional sign on the island at the entrance to indicate the point of entry for HarborOne with the drive through arrow. Along the rear of the building, there is the existing red awning. That awning will be changed to blue and would have the HarborOne branding added.

On the store front there would be signage affixed to the glass doors. There would also be signage affixed to the façade of the building and the dormer with the name and insignia.

Along the existing pylon sign we seek to add a HarborOne plate on the existing sign.

On the existing tower that separates the two buildings, labeled Front Tower Signs on the plan, we seek to add the HarborOne name and insignia and a sign indicating that there is parking in the rear.

These signs were reviewed by the Planning Department and most have been approved by the Planning Department. The remaining signs, he understands, also require ZBA approval, but all the signs are being presented here as part of the Council's site plan review.

They were also asked to provide commentary on the traffic pattern and so they have added a graphic plan with the traffic pattern.

Mr. Cordeiro showed a plan with the traffic pattern (C-103).

Mr. Cordeiro: They expect some customers will enter from North Main Street. There are two entrances on North Main Street. A North and a South entrance on North Main Street. Customers can then use the teller and exit back out of one of the two access points on North Main Street or, more likely, exit through the access points on Depot Street or Warren Street. Other customers may enter through Depot Street or Warren Street, and then would have the same exit options. The expected traffic flows are shown with arrows on the plan.

Customers could also drive in and park in front of the building and use the lobby entrance to go into the bank during normal business hours.

The last item that was mentioned at the last meeting was the hours of operation of the facility. We are not seeking inclusion for 24 hours on the Special Permit. The current hours of operation at the bank, and the hours that are submitted as the expected hours at this location, are as follows:

Lobby –  
8:30am to 4pm, Monday-Wednesday;  
8:30am to 6pm, Thursdays;

8:30am to 5:30pm, Fridays;  
9am – 1pm, Saturdays;  
Closed, Sundays.

Drive Up –  
8:30am to 4pm, Monday-Wednesday;  
8:30am to 6pm, Thursdays;  
8:30am to 5:30pm, Fridays;  
9am – 1pm, Saturdays;  
Closed, Sundays.

Those are the changes and additional information submitted as requested by the Council.

Councilor Burgess: Point of Information to the Town Attorney – have you looked into the 24 hour business issue?

Town Attorney: Yes. We have a number of Special Permits out there. Many are drive throughs without 24 hour Special Permits. Some are bundled together with 24 hour Permits. It seems to be largely driven by what the applicant sought. The Special Permit section of the Ordinance itself is focused only on hours of operation, not on the nature of the business.

Councilor Gordon: He and his wife are regulars at the site using the Dunkin Donuts. He likes the additions to the plans today, especially the signs and the landscaping. The issue that he is focused on is the trash that sometimes builds up across from the Depot Street entrance. There is a rail trail there. He has spoken to the other businesses in that complex and they are willing to help with the cleanup of that spot. It is a mess. It is hard to get to. It is immediately adjacent to this area. It's a good place to clean up and he invites them to participate in the cleanup.

Councilor Huff-Larmond: Thank you to everyone for clarifying your plans and giving us more information. The arrows on the traffic pattern map make a big difference. She appreciates that the plans are clear to all who are watching. She is still not convinced that there are not going to be some problems with the traffic at the bank and the Dunkin Donuts during busy hours, but she appreciates the new plans.

Councilor Burgess: The new plan that we would be referencing in the Special Permit, does it have a revision date?

President Alexopoulos: The new plan has a revision date of November 23, 2022.

Councilor O'Connell: I do like the new traffic plan with the colors. I would still like the North entrance on the North Main Street side to be an entrance that goes in only but not an exit that goes out and I would like to see a speed bump right there. There is a speed bump there, I checked. I would like to see you keep that. But other than that, I have no problems with anything else.

Councilor Burgess: They have talked about the traffic pattern, but I do not see any signage that would support their traffic pattern on the map. There is no "right turn only" sign. There is just a stop sign. So, I would like that to be included in the motion, if they are going to suggest that there is a prescribed traffic pattern.

President Alexopoulos: Mr. Cordeiro please explain panel number 10 on page three, where you have drive through and what looks like directional signage.

Mr. Cordeiro: We are not proposing turn restriction signage, so there is none on the plans at present. We noted the drive through pavement markings in detail 10 on sheet C-501. We would endeavor to put those at the rear of the site.

Mr. Fine: I believe we do show right turns in green on the traffic plan coming out onto North Main Street. The intent is to have those cars coming out onto North Main Street turn right. It is definitely awkward trying to cross over that section of North Main Street. If there is not signage on the map that says "right turn only" or "no left turn" or a crossed-out left arrow, or something like that, we would be willing to add signage that would encourage people to take a right and not a left as they turn out onto North Main Street.

President Alexopoulos: On both entrances onto North Main Street?

Mr. Fine: Yes, I think that makes a lot of sense.

Councilor Gordon: I am looking at the street view of the CVS across the street and they have a "right turn only" as well, and it is mounted on the stop sign. Are those Town signs?

President Alexopoulos: No, those signs are by CVS.

Councilor Burgess: Those were part of the CVS permit.

Councilor Gordon: Then, I think that is pretty reasonable.

Mr. Fine: I do think it is reasonable. I think it would be safer if cars are taking a right. I think that is what they usually do. I think it is daunting to take a left there. But we would be happy to put a sign at both of those entrances/exits showing right turn only.

President Alexopoulos: Let the record reflect that the Property Owner will install two "Right Turn Only" directional signs at both of the entrance/exits on North Main Street. Maybe you can send us a new updated plan once we vote this this evening for inclusion with our packet?

Mr. Cordeiro: We would be happy to. We will add it and send it to your clerk.

President Alexopoulos: Any other questions?

Councilor O'Connell: On that same spot, at that North Main Street entrance, can we make that "in" only with a "do not enter sign" going out, and the other second entrance on North Main Street can be an entrance and an exit going both ways, but with a "right turn only" sign?

Councilor Burgess: Are you talking about the Northerly entrance on the North Main Street side being "in only"?

Councilor O'Connell: I am talking about the North Main Street entrances. I am going to refer to the colors on the traffic plan. I am talking about where the pink arrow is, coming in. Get rid of that green arrow going out. Just make it "in only", and the other North Main Street entrance can just stay the way they have it drawn.

Mr. Fine: They are pretty wide entrances/exits, and we would prefer not to limit the traffic because we think that there is plenty of room for the cars to maneuver. It also could cause some confusion over which entrance you are supposed to go in or out of. I think the cleaner way to do it is just to limit the dangerous movement, which is crossing over the center lane of North Main Street and going left, but

allow people to turn right onto North Main Street. I'm hoping that make sense. If they were narrower and there was a conflict between cars coming in and out I would agree, but they are both quite wide and very much designed for two way traffic.

Councilor Burgess: How are you addressing the speed bump issue?

Mr. Fine: I would be happy to put the speed bump back in if it's not there. I am not sure if it is actually there on site currently or not. It might just be relocated so it's not directly adjacent to the entrance and the drive through queue. If it is on site now, great, it just might have to be relocated. Maybe it needs to be just adjusted a little further down so it is not right where the entrance to the drive through is.

Mr. Alexopoulos: I believe there might be two speed bumps there right now.

Councilor Huff-Larmond: There are.

Mr. Fine: Nothing that is there would go away unless it conflicted with the entrance to the drive through, and if it does conflict with the entrance, we would just relocate it.

Councilor Huff-Larmond: I want to make sure we are being considerate to the other businesses that are in this complex. When I am looking at the traffic pattern, I am looking at it on behalf of all the businesses. When I look at Five Guys, for example, people park in back, and then probably exit through those North Main Street exits, where the green arrow is.

Councilor O'Connell: That's the reason I want to get rid of that top green arrow. If someone wants to go up North Main Street towards Milton, they are going to use the top to cut across. Lower is harder to cut across, because the traffic is usually backed up to there. So, I want to eliminate that danger by making sure no one goes left out of there.

Councilor Huff-Larmond: There are restaurants in there now. Do people do that now? I have not seen that as a current traffic pattern.

President Alexopoulos: Mr. Fine has agreed that they will install a "right turn only" sign at each exit, so they won't be able to make a left hand turn coming out.

Mr. Fine: If there is a concern, I think that is the concern, that they would go left coming out of those entrances based on the design and layout of those entrances. If the traffic is backed up at the intersection, the entrances/exits allow cars to access the road a little further down, which actually might be safer.

Councilor Huff-Larmond: That is a great idea. However, does it affect the other businesses in the area? Do they have to agree on these changes?

Councilor Burgess: There should be two existing signs there currently based on prior permits.

President Alexopoulos: And with the businesses across the street, they have signs limiting turns as well.

Councilor Burgess: The entrance to the bank on that side is also one way.

Councilor Huff-Larmond: I understand that, but if they put up extra signage, do we need to consult with or consider the other businesses in this complex?

Mr. Fine: The owner of the property has control over the layout of the parking lot. We definitely have their best interests in mind and want to promote their businesses as much as we can, but I don't think

anyone will have a problem with that. As Mr. Burgess points out, it makes sense that that may have been the original design or intent, because there is a double yellow line in the middle of North Main Street. It would make sense that you would have to take a right turn coming out. We are very much ok with that. It predates my involvement in the plaza when this parking lot was approved, so I don't recall the permitting or the signage, but it makes a lot of sense.

Councilor Clerger: I am struggling with my charger. My phone keeps dying. My intention on this matter is to vote in the positive on the Special Permit.

President Alexopoulos: We will have to wait and vote when we vote.

Councilor Brewer: It was always "right turn only" there over the years, but a plow or something probably took the signs out. They will have to be replaced. Kevin, what about if we paint arrows on the ground to indicate, also, to take the right turns? That should help the traffic flows. And anybody who goes across will tie up traffic. But I don't think you'll see it if you paint the arrows on the ground showing the traffic flow.

Mr. Fine: That is an excellent suggestion. The painted street arrows are very effective. We would be happy to paint right arrows coming in and right arrows going out.

Councilor Burgess: I have a motion.

I move to grant a Special Permit for the purpose of a drive through, a teller operation, for banking operations, for the property at 7-31 Warren Street as requested by the Applicant pursuant to applicable law and specifically as show on plans C501, C502, and C102, as presented to us and as amended, with the conditions that they are instructed to include the new vegetation that is shown on the plans, the painted asphalt signage indicating traffic patterns as approved at North Main Street, the speed bumps, one or two, as may be relocated on site so as not to conflict with the entrance or egress of the banking teller operation, and that the signage for the kiosk is approved per the Town Council with the condition that on the tower the signage is directional only, as the applicant already has a sign on the front of the building and there is going to be one on the kiosk and one on the rear of the building, but that the Town Council has no objection to the signage as presented coming off of North Main Street, that the Council finds that the use is in harmony with the purpose and intent of the zoning ordinance, that it is not detrimental to the zoning district nor the abutters, and that the Council finds that the other findings and requirements of the ordinances for the issuance of a Special Permit have been met.

Discussion was held about the form of the motion.

Motion was seconded by Councilor Brewer.

Roll Call Vote: 9-0-0.

Motion passes unanimously.

Discussion was held regarding the form of additional motions to approve the Special Permit.

Motion was made by Town Council President Alexopoulos, Seconded by Councilor Egan, as follows:

The Town Council finds:

- that the adverse effects of the proposed use will not outweigh its beneficial impacts to the Town and to the neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to the site;

- that the proposed use is acceptable in light of the requirements contained in the Town Zoning Ordinance and the Table of Allowable Activities;
  - that the proposed use is in harmony with the general purpose and intent of the Zoning Ordinance;
  - that the proposed use is consistent with the Town Master Plan;
  - that the proposed use is acceptable, in light of traffic flow and safety concerns, including parking and loading;
  - that the proposed use is acceptable in light of the adequacy of utilities and other public services;
  - that the proposed use is acceptable in light of the impacts of the proposed use on neighborhood character;
  - that the proposed use is acceptable in light of the impacts of the proposed use on the natural environment; and
  - that the proposed use is acceptable in light of the fiscal impacts of the proposed use, including impacts on Town services, the tax base and the employment considerations;
- and hereby votes to grant the Special Permit pursuant to the Town of Randolph Zoning Ordinances and all other applicable law with the following conditions:
- they are instructed to include the new vegetation that is shown on the plans,
  - they are instructed to include the painted asphalt signage indicating traffic patterns as approved at North Main Street,
  - they are instructed to include the speed bumps, one or two, as may be relocated on site so as not to conflict with the entrance or egress of the banking teller operation, and
  - that the signage for the kiosk is approved per the Town Council with the condition that on the tower the signage is directional only,

Further discussion was held regarding the form of motion to approve the Special Permit.

Roll Call Vote: 8-0-1 (Burgess abstained).  
Motion passes.

Motion made by Councilor Egan, Seconded by Councilor Brewer, to approve the Applicant's Site Plan and Design Review Request as follows:

After due consideration of the Applicant's request for relief and based on the facts that have been submitted to the Town Council, including the Applicant's written submissions and the testimony and comments presented to the Council during the public hearing, and based on the recited findings, above, I move that that Town Council grant the requested approval of Site Plan and Design Review pursuant to the Randolph Zoning Ordinance, the applicable Town Council policies and procedures, and all other applicable law to permit the construction and operation of a Remote Drive-Up Teller Transfer Unit and a queue area for 5 cars to be located at 7-31 Warren Street in Randolph, as described in the Applicant's Application, without conditions other than those described in the vote on the Special Permit. The conditions are as follows:

- they are instructed to include the new vegetation that is shown on the plans,
- they are instructed to include the painted asphalt signage indicating traffic patterns as approved at North Main Street,
- they are instructed to include the speed bumps, one or two, as may be relocated on site so as not to conflict with the entrance or egress of the banking teller operation, and
- that the signage for the kiosk is approved per the Town Council with the condition that on the tower the signage is directional only,

Roll Call Vote: 9-0-0.  
Motion passes unanimously.



Council President Alexopoulos: To the Applicant, Congratulations. As discussed, please provide us with the revised plan with arrows, signage, etc.

Mr. Cordeiro and Mr. Fine indicate that they will do so.

Council President Alexopoulos: Next meeting is next week, December 5, 2022.

**Adjournment:**

Motion to adjourn was made by Council Vice President Clerger, seconded by Councilor C. Alexopoulos.

Roll Call Vote: 7-0-0 (Burgess and Egan absent)

The meeting was adjourned at 7:20 PM.