# *Devens Enterprise Commission (DEC)*
# *In-Person/Remote Hybrid Public Hearing and Regular Meeting*
# *Minutes April 29, 2025*

***Members (in person):*** Duncan Chapman, Christopher Lilly, William Marshall, Marty Poutry, Debra Rivera, Paul Routhier, Carl Sciple, Deborah Seeley
***Members Absent***: Melissa Fetterhoff, Robert Gardner, Jim Pinard
***Staff (in person):*** Neil Angus, Beth Suedmeyer, Dawn Babcock
***Guests (in person):*** Jake Wagner (Veranova), Jim Geller (Devens Resident)
***Guests (remote):*** Hillary Clark (MassDevelopment Park & Recreation), Meg Delorier (EVP MassDevelopment), Cindy Clark (Devens Resident), Chris Holmes (Veranova), James Frohock (Mass State Police)

**(6:45 PM) Chairman William Marshall called the meeting to order**

Mr. Marshall read that the Devens Enterprise Commission (DEC) Meeting is being held virtually pursuant to the March 28,2025, Act signed by the Governor extending the ability of state and local public meetings to be held in a hybrid or remote format through June 30, 2027. Interested individuals can listen in and participate by phone and/or on-line by following the link and phone # above. Persons with disabilities or requiring interpretation wishing to listen or participate should contact 978.772.8831 x3334. In accordance with the State's Open Meeting Law, we wish to inform all attendees that this meeting will be recorded by the Devens Enterprise Commission.

**(6:48 PM)** Chairman Marshall did the roll call for the meeting

**(6:50 PM)** Chairman Marshall noted, we will need to nominate Ms. Rivera as a voting Regional Representative for this meeting. **The motion was made by Mr. Lilly and seconded by Ms. Seeley. The nomination was approved unanimously by a roll call vote.**

**(6:51 PM) Mr. Marshall reviewed the agenda of this evening's meeting.**

**(6:54 PM) Review Minutes:**

- **March 18th Draft Minutes** were discussed. Mr. Marshall asked if there were any comments about the minutes. None were mentioned so Mr. Marshall then asked for a motion to accept the minutes as noted. **The motion was made by Mr. Lilly and seconded by Ms. Seeley. The minutes were approved unanimously by a roll call vote.**

**Public Hearing:**

- **(6:54 PM) <u>Event Permit and a One-Day Wine and/or Malt Beverage License</u>** request by MassDevelopment (Devens Recreation) for **<u>Armed Forces Day</u>** to take place on **Rogers Field at 100 and 110 Sherman Avenue (Parcel ID #025.0-0002-0800.0 and 025.0-0002-0700.0)** on Saturday, May 17, 2025, from 4:00PM to 10:00PM, with a rain date of Sunday, May 18, 2025. Property located within the Open Space and Recreation District. Mr. Angus handed the floor over to Hillary Clark, the Director of Parks and Recreation for Devens. Ms. Clark went over the layout of the event and noted that they have made modifications to the layout. This year they will have a flatbed for the stage, and the DPW Crew will build a containment fence and steps to ensure safety for the band members. Ms. Clark also noted that she has modified the layout of the event to try to decrease in the volume of noise so people at the vendor booths can hear each other. She also noted that she would like to propose to allow kids under 12 years of age into the alcohol area with an adult like they have the past years as this will ensure child safety. Mr. Marshall asked if the commissioners have any questions. Mr. Sciple asked Ms. Clark if there were any items of this event that have her worried. Ms. Clark stated that she is a worrier by trait, and she is confident that she has thought of the majority possible, and she has a great team that is supporting her. Mr. Marshall then asked if there were any questions from the public, none were asked. **Mr. Marshall asked for a motion to close the hearing. The motion was made by Mr. Routhier and seconded by Mr. Lilly. The motion to close the hearing**

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**was unanimously approved by a roll call vote.** Mr. Angus then went over the staff report that listed the 7 standard conditions and the additional 6 conditions for the event. Mr. Angus also went over the parking and the shuttle service that will be available for the event. Mr. Marshall asked if there were any other questions and Ms. Seeley asked about Parking passes for the Commissioners, and she asked about the ADA Parking. Ms. Clark noted that there aren't going to be any Parking Passes this year and there are a number of ADA Parking spaces for the event. **Mr. Marshall then asked for a motion to approve the request for a 1-Day liquor license. The motion to approve was made by Ms. Seeley and seconded by Mr. Poutry. The motion to approve the** One-Day Wine and/or Malt Beverage License **was approved unanimously by a roll call vote.**

- **(7:10 PM) Event Permit and a One-Day Wine and/or Malt Beverage License** request by MassDevelopment (Devens Recreation) for the **Devens Food Truck and Craft Festival** to take place at **Verbeck Field at 27 Antietam Street (Parcel ID #031.0-0099-0900.0)** on Saturday, May 31, 2025, from 11AM to 5PM, with a rain date of Sunday, June 1, 2025. Property located within the Open Space and Recreation District. Mr. Angus handed the floor over to Ms. Clark and she gave an overview of the event stating that this is the fourth year on Verbeck Field, and she also request that children under 12 years of age allowed into the alcohol-fenced off area with an adult. Mr. Marshall asked if there were any questions. Mr. Chapman asked what type of vendors will be at the event? Ms. Clark noted that there is a variety of vendors, crafters, memorabilia, and community information. Mr. Marshall then asked if there were any questions from the public, none were asked. **Mr. Marshall then asked for a motion to close the hearing. The motion was made by Mr. Poutry and seconded by Mr. Routhier. The motion to close the hearing was approved unanimously by roll call vote.** Mr. Angus then went over the staff report noting that the conditions have the standard 7 conditions noted as well as 6 conditions specific for the event. Mr. Marshall then asked the commissioners then the public if they had any questions, none were asked**. Mr. Marshall then asked for a motion to approve the request for the One-Day Wine and/or Malt Beverage License for this event. The motion was made by Mr. Lilly and seconded by Ms. Seeley. The motion to approve this 1-day license was approved unanimously by a roll call vote.**

- **(7:18 PM) Level 2 Unified Permit for Veranova, LP** for minor exterior modifications, interior fit-up, and amendment to their existing License for the Storage of Flammables, Combustibles and Explosives in accordance with 974 CMR 4.09(6). **Property located at 25 Patton Road (Parcel ID #009.0-0004-0500.0)** within the Innovation and Technology Business District. Mr. Angus noted that Veranova is here before the commission to adjust the quantities of flammables they currently are licensed to have on site. Mr. Angus then recognized Chris Holmes and Jake Wagner from Veranova and he handed the floor over to Mr. Holmes who gave a brief summary of the company. Mr. Angus went through the Staff Report and noted they are looking to do interior fit up, outdoor utility yard, and an underground fire water tank as well. They also provided the list of chemicals and the quantity being added to the Flammable Certificate. The increase will be about 4,000 gallons. Mr. Routhier asked if they need to involve DEP with the increased amount of chemicals? Mr. Holmes noted that DEP does not require a license or an air permit at this stage. Mr. Angus noted that there are a couple of proposed draft conditions that the applicant has requested be removed as they are not applicable to this permit – future need for a sound study and viewshed analysis So, Mr. Angus has noted them in the findings for this permit. Mr. Marshall asked the commissioners and then public if there were any questions and none were asked. Mr. Marshall then asked for the Motion to close the hearing. **The motion to close the hearing was made by Mr. Lilly and seconded by Mr. Routhier. The motion to close the hearing was unanimously approved by a roll call vote.** Mr. Angus then reviewed the Record of Decision (ROD), and he noted that the first 5 conditions noted are the standard conditions, and the remaining conditions 6 – 12 are minor. Mr. Holmes had asked that the last sentence from the 3rd condition be removed, and conditions # 9 & 10 be moved from conditions to findings which Mr. Angus had no issues with. Mr. Marshall then asked the Commissioners if there were any questions, none were asked. **Mr. Marshall asked for a motion to approve the ROD with the edits as presented. The motion was made by Ms. Seeley and seconded by Mr. Lilly. The motion to approve the ROD containing the edits noted was approved unanimously by a roll call vote.** Mr. Wagner thanked the commissioners and Mr. Angus for all their support with this permit.

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**New Business:**

- **(7:43 PM) Northeast Sustainable Energy Association Annual Conference Report Out – Commissioner Poutry:** Mr. Poutry represented Devens Enterprise Commission at the conference and attended a number of sessions. Mr. Poutry noted that there were attendees from around the world and interesting to hear what they were all doing. The big topic was the collective impact of what everyone is doing regarding carbon reduction. Mr. Angus noted how relevant this was to the Devens Eco-Efficiency Center's work and the Commission's recent work on green building, energy efficiency, embodied carbon reduction guidelines, and our updated procurement policy focusing on life-cycle assessments and lower-carbon products.

- **(7:48 PM) FY'26 Proposed Budget review and approval:** Mr. Angus noted that he met with the executive committee last week to discuss the changes to the budget and tonight he is looking for the Commission's approval of the budget for FY 2026. Mr. Angus noted that the estimated revenue for next year (FY'26) is $1.5 M. Mr. Angus went over the changes to the expense lines from this year. Consulting Fees, Accounting Services with Ayer, lease rate plus real estate tax, meeting expense, office renovation, sponsorship, DEEC funding, tree planting, salaries will increase and building inspector will decrease. Mr. Marshall then asked if there were any questions, none were asked. Mr. Marshall commented that he felt that these adjustments are reasonable. **Mr. Marshall then asked for a motion to accept the budget as presented. The motion was made by Mr. Routhier and seconded by Mr. Lilly. The motion to accept the FY26 Budget was approved unanimously by roll call vote.**

- **(7:59 PM) Devens Jurisdictional Framework Committee Matrix – Municipal Finance and Budget:** Mr. Angus reviewed the current municipal financing and budget process for DEC and MassDevelopment. Mr. Angus noted that he will be presenting this to the DJFC in 2 weeks. Mr. Marshall noted that this will all be included in a book being put together with every team's submission for the disposition consultant once they are selected.

- **(8:04 PM) Housing Working Group Update:** Mr. Angus noted that the group will provide an update at the next Housing Working Group Meeting on May 8th at 2:00 PM. Mr. Angus shared the State website that explains what is going on and who is leading which group. The updated draft report will be posted on the state website. Mr. Chapman asked if there are other zones that could be considered? Mr. Angus noted that there are areas currently zoned residential, that still can be developed. The 25% affordable housing requirement applies to the 282 units and will have to be reviewed but Mr. Angus hopes that will be upheld going forward. The report is due on May 19th.

- **(8:19 PM) Municipal Vulnerability Preparedness Program (MVP) 2.0 Update:** Ms. Suedmeyer gave an update. Since the last meeting she met with the consultant who will be working with the DEC on the next phase of MVP Program which will include a broader social engagement process.

- **(8:22 PM) Nashua River Watershed Association Watershed Circle Membership:** Mr. Angus noted that NRWA has asked for a membership rather than sponsoring events like we have in the past. Mr. Angus wanted to let the commissioners know that he has paid for a membership in the amount of $2,500. Mr. Chapman asked if MassDevelopment also sponsoring NRWA as well. Ms. Delorier said she will need to check.

- **(8:25 PM) DEC Draft Submission & Meeting Schedule July – December:** Mr. Angus asked the commissioners to review the draft meeting schedule and let him know if any of the proposed dates would not work for the meetings. Mr. Angus did note that the December dates on the schedule should be the 4th and 16th not the 5th and 17th as noted.

- **(8:27 PM) Read File:** Mr. Angus stated that they will skip the read file for this meeting as there isn't anything to share this meeting. Ms. Suedmeyer gave an update of the News and Events: She has two planting events scheduled for May 3rd and 10th and the Farmers Market is scheduled again this year for every other Tuesday

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starting June 24th. Mr. Angus gave an update on the Earth Day Event, he noted that around 40 employees from Jabil and Biotech worked for the morning cleaning up Bishop Road and they also worked on the pollinator meadow, and at the open street event there were around 38 people who took advantage of the street to ride their bikes, walk in nature without the worry of vehicles on the road.

**Old Business:**

- **(8:32 PM): Liquor Licenses for the two Hotels:** Mr. Angus noted that the ABCC has rejected applications to transfer ownership of the licenses for 59 Andrews Parkway (Hilton Garden Inn) and 27 Andrews Parkway (Springhill Suites) due to the sale of the hotels. It seems that the applications had the owner's name as his abbreviated name rather than his legal name. The hotel owner is making the correction and will resubmit. The commission was in agreement that these resubmissions can be handled administratively.

**(8:34 PM) Public Comment:**

- Mr. Marshall asked if there were any questions/comments from the Public, none were asked.

**(8:34 PM)** Mr. Marshall noted the next scheduled meetings are May 8th at 7:30 AM, (Zoom Meeting) and May 27th at 6:45 PM, (Hybrid Meeting).

**(8:35 PM) Mr. Marshall asked for a motion to adjourn. The motion was made by Mr. Lilly and seconded by Mr. Routhier. The motion to adjourn was unanimously approved by a roll call vote.**

**List of Exhibits**

- Agenda
- March 18th Draft Minutes
- Public Hearing – 29 Patton Road
  - Site Plans – Rev A
  - Devens Project Check List
  - Exterior Above and Underground Structures
  - Staff Report
  - Veranova – Exterior Elevations for DEC Review
  - Veranova – Flammables License Amendment Application
  - Veranova – Unified Permit Supplemental Document
- Public Hearing – 27 Antietam Street
  - Food Truck and Craft Festival Staff Report
- Public Hearing – 100 & 110 Sherman Ave
  - Armed Forces Day Staff Report
- New Business
  - Draft Meeting Schedule July – December 2025
  - Draft Submission Schedule July – December 2025
  - NRWA – 2024 – Impact Report
  - Proposed FY26 Budget with FY25 and Actual
  - DJFC Matrix – Municipal Finance and Budget – draft

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