



# MANCHESTER-BY-THE-SEA

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BOARD OF SELECTMEN • TOWN HALL  
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## MINUTES OF THE BOARD OF SELECTMEN

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January 7, 2019

6:30 p.m.

Town Hall, Room 5

**MEMBERS PRESENT:** Chairperson, Ms. Beckmann, Mr. Boling, Ms. Jaques and Ms. Driscoll.

**MEMBERS ABSENT:** Co-Chairperson, Mr. Steinert

**STAFF PRESENT:** Town Administrator, Mr. Federspiel, BOS Clerk, Ms. Hunter and BOS/TA Executive Assistant, Sonja Nathan

**GUESTS:**

**PRESS:**

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At 6:30 p.m. Ms. Beckmann called the BOS Business Meeting to order noting the meeting was being video/audio-taped by a volunteer from Cape Ann TV (1623 Studios) and audio-taped by Ms. Hunter and asked if anyone in the audience was taping the meeting, to please inform the Board of Selectmen. Additionally, Ms. Beckmann asked those present to please turn off or silence their cell phones.

Ms. Beckmann requested a moment of silence for Leonard Neil Andrews, a retired MBTS Police Sergeant who served the community for nearly 40 years retiring in 2011.

Ms. Beckmann asked if there were any comments or statements for the Board not on the agenda. There were none.

### 1. Budget Development Updates

Mr. Federspiel stated there is good news – the Town had budgeted \$20K more than the County Retirement Fund requested for the Town's annual contribution which is helpful. Mr. Federspiel indicated the Finance Committee is reviewing budgets and had met with DPW on January 2<sup>nd</sup> and on January 9<sup>th</sup> the Committee will meet with Fire, Police and Harbormaster. The Finance Committee and Board of Selectmen are scheduled to meet on January 22<sup>nd</sup> to discuss areas of concern and tentative recommendations. Additionally, the meeting will review the key issues of fund balance and receipts. Mr. Federspiel asked if the Board had flagged areas of concern.

Mr. Boling stated he was not convinced the Town should put money into the OPEB Trust we're far ahead on OPEB increasing our annual payments will not provide significant financial benefit. Putting money into OPEB at the expense of deferring

capital projects, for example, might be a financial wash, as construction costs have been rising roughly 7% year over year. Residents will see no real cultural benefit from additional OPEB funding, whereas capital investments now can improve the near-term culture of the Town. Additionally, he would like to see the year over year impact of lowering taxes if that is also under consideration.

Ms. Driscoll stated she wanted to be sure the Harbor issues were fully funded given the issues of this past summer season.

Ms. Beckmann is interested in the Memorial School funding mechanism and how the process of borrowing is moving forward. There has been some discussion of borrowing earlier to set a favorable and lower rate. She is also interested in continuing the discussion of borrowing rather than using reserves for funding Capital Projects.

Ms. Jaques has been approached by residents interested in possibly privately funding the Memorial School. Mr. Federspiel stated he was not sure how that would work nor was he aware if private funding had been utilized in previous school projects. Mr. Federspiel also stated it may be difficult to pull together private funding as quickly as commercial funding, but he would check with Town Counsel regarding the feasibility.

Ms. Jaques asked for clarification of “new growth”. Mr. Federspiel stated it was new construction and renovations that increase the value of property. She asked if \$20M was a realistic number and Mr. Federspiel indicate that was a pretty consistent annual number and if anything, it was a conservative estimate.

Ms. Jaques had 2 additional areas of concern. Residents afraid their taxes are going up and they will not be able to stay in Town which is a concern for some residents. Also parking of non-residents at Tucks Point in the summer. She asked if it would be possible to have parking enforcement on the weekends. Ms. Beckmann suggested asking Ms. Marshall, Parks and Recreation Director to look into possible solutions.

## **2. Review and Approve Revised Fire Department Permit Fees**

Revised Permit Fees is a lengthy list of fees collected by the Fire Department and a Town by Town comparison of MBTS fees compared to neighboring communities. Ms. Driscoll asked how long the fees had been in place – it is believed to be years. Selectmen had questions about what specific fees were for and how the fees were arrived at. Interim Chief Beardsley will be at the meeting on January 22<sup>nd</sup> and it was decided to review and approve the Fire Department Permit Fees following the Board’s discussion with the Interim Chief.

## **3. 375<sup>th</sup> Anniversary Planning Committee Appointments & Discussion**

Ms. Driscoll volunteered to be the Board of Selectmen liaison with the understanding she was not accepting a 24/7 position on the Committee. Ms. Nathan stated Ms. Ardolino would not be able to serve on the Committee due to responsibilities in her new position. Ms. Nathan also stated once the Committee met additional members would be added from appropriate Committees and Organizations in the community.

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*Ms. Jaques moved to approve the 375<sup>th</sup> Anniversary Planning Committee slate as read, Ms. Boling seconded the motion. The motion passed unanimously.*

#### **4. Consent Agenda**

- BOS Minutes – December 17, 2018
- ABCC Non-Renewal Certification 2019 – OPP, LLC, DBA Superfine

*Mr. Boling moved to approve the Non-Renewal Certification of Superfine, Ms. Jaques seconded the motion. The motion passed unanimously.*

Ms. Jaques had one edit to the Minutes referring to The Friends – (the was a typo.)

Ms. Beckmann had 2 edits. The first she recommended requesting a summary report from Mr. Dam confirming the Project Management Process in place in the Department of Public Works.

The second was regarding information sharing with the Town Administrator. It is essential for the Town Administrator and the Board to be in regular communication with open channels of communication between the Town Administrator and the Board.

*Ms. Jaques moved to approve the Minutes of December 17<sup>th</sup> as edited, Ms. Driscoll seconded the motion. The motion passed with Mr. Boling abstaining he was not at the 12/17/2018 meeting.*

#### **5. Correspondence**

- Memorandum – MIIA Re: Report of the Nominating Committees
- Correspondence – CONECO Re: Permanent Solution with Conditions Statement
- Memorandum – Conservation Commission Re: Powder House Hill Conservation Land
- Correspondence – Xfinity Re: MGM TV Channel Updates

Mr. Federspiel was nominated as the Board's proxy at the MIIA meeting to be held on January 19, 2018.

*Ms. Jaques moved to nominate Mr. Federspiel as the Board's proxy, Ms. Driscoll seconded the motion. The motion passed unanimously.*

#### **6. Town Administrator's Report**

- 1) Ocean Street – the recent blitz of emails expressing concerns about alleged abandonment of Ocean Street seems based on misinformation. The grant proposal the Town submitted requests funds to study options for how we might best mitigate the impact of rising seas and more intense storms on White Beach. One option might be to discontinue the road in front of White Beach and restore the capacity of this barrier beach to protect the lands behind it. But the study is designed to see if this makes sense or if other approaches would be better, including leaving the area as it is. If the study were to recommend discontinuing a portion of the road, this recommendation would go to the Board and the Board would need to decide whether to ask voters to approve discontinuing a public

- way – only voters have the authority to make such a decision. We continue to talk to concerned neighbors about what the real facts are. We may hold an information session to fully explain what the study would entail and the public process that would be followed if the grant is awarded and the Board agrees to move forward.
- 2) **Board Trainings:** Training sessions are scheduled for next Thursday from 6:00 p.m. to 9:00 p.m. with a repeat next Saturday from 8:30 a.m.-11:30 a.m. There are several board members signed up for each session. Selectmen are encouraged to attend one of the sessions as well.
  - 3) **ZBA's Genta 1 & 3 Boardman Avenue case –FYI:** Initially the ZBA approved a new variance for this property (two formally undersized lots that, when purchased by the same owner, become merged as one property.) The decision was appealed by the neighbor and the land court overturned the ZBA's approval. With the court's decision, the Building inspector felt compelled to issue a cease and desist order to stop using both dwellings on the property. Genta appealed this order to the ZBA. The ZBA upheld the order – given the findings of the court. Genta has now appealed the ZBA's second ruling to the land court.
  - 4) **Senior Center developments:** The possible conversion of a portion of the Cricket Building continues to advance. Owner Sam Byrne is willing to agree to a ten-year use and longer term would like to see a senior center at the site when he hopes to redevelop the site as a 55+ apartment complex. The Town should hear back from Byrne next week about how generous he wants to be underwriting the efforts. It could be that he would front the capital dollars needed to do the renovations and recoup all or part of this expense through monthly lease payments. The Town should know soon if this option is a go. If it is not, we will restart the effort to examine other possible sites.
  - 5) **North Shore Collation:** The MAPC sponsors the NSC. Mayors and Managers of North Shore communities meet regularly throughout the year to discuss matters of mutual concern. Transportation has been a recent focus. The meetings rotate among North Shore communities. The next meeting will be here on January 15<sup>th</sup> at 9:00 a.m. if Selectmen would like to attend.
  - 6) **Smart Growth Zoning:** One of the recommendations from the master plan is to investigate what is called a 40R zoning district aimed at promoting compact residential development. The state contributes funds to help offset the cost of providing services (education in particular). Sue Brown is scheduling a meeting with state experts on 40R districts – if one or two of you would like to attend please let Sue or me know.
  - 7) **Senior Tax Work-off Program:** We have put reminders of this program in your recent updates in the Cricket. We have only a few seniors taking advantage of this opportunity to reduce their property tax bill by working about a hundred hours for a town department. Getting the word out is a perennial challenge.
7. **Other matters, as may not have been reasonably anticipated by the Chair (discussion only).** There was no additional matter before the Board this evening.

*Ms. Jaques moved to recess the meeting to reconvene in Essex at 8:00 p.m., Ms. Driscoll seconded the motion. The motion passed unanimously.*

**8. Joint Meeting with Essex Board of Selectmen – Review Shared Services Proposal – Essex Town Hall Meeting Room 8:00 p.m.**

**Minutes from Essex – reconvened BOS meeting.**

At 8:00 p.m. the Board was joined by Manchester BOS members Ms. Beckmann, Mr. Boling, Ms. Driscoll and Ms. Jaques; as well as MBTS, Town Administrator, Mr. Federspiel; to discuss the Efficiency & Regionalization Community Compact Grant recently awarded to both Towns.

Mr. Zubricki reported that he and Mr. Federspiel had met previously to review the grant and recommended the Edward J. Collins, Jr. Center for Public Management at UMass Boston to conduct the study. Those present discussed the Collins Center's proposed scope of work and agreed that Collins was a suitable choice. Those present also agreed to have a contingent of officials meet for a work session to review interim work products.

Ms. Beckmann was in favor of holding a special meeting to announce the awarding of the grant. The meeting would be attended by the public and officials from both Towns. The event would be held in the third-floor auditorium of Essex Town Hall. Mr. Zubricki and Mr. Federspiel agreed to work with the consulting firm to schedule the announcement meeting.

Regarding funding for the Memorial School Building Project, Mr. Zubricki said both the Essex Finance Committee and the Essex BOS are in favor of the level principle payments, as opposed to regular mortgage financing. The MBTS BOS were inclined to agree but stated they have not yet met with the Finance Committee and MERSD Officials to discuss the matter.

*Ms. Driscoll moved to adjourn the meeting, Ms. Jaques seconded the motion. The motion passed unanimously.*

**Meeting Documents:**

- Minutes, December 17, 2018
- ABCC Non-Renewal Certification 2019 – OPP, LCC DBA Superfine
- Fire Department Fee Comparison and Recommended Schedule
- 375<sup>th</sup> Anniversary Committee List of Proposed Members
- Town Administrator's Report
- Draft Proposal – Edward J. Collins, Jr. Center for Public Management
- Memorandum – MIAA Re: Report of the Nominating Committees
- Correspondence – CONECO Re: Permanent Solution with Conditions Statement
- Memorandum – Conservation Commission Re: Powder House Hill Conservation Land
- Correspondence – Xfinity Re: MGM TV Channel Updates

**Upcoming BOS Meeting:**

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- Tuesday, January 22, 2019
- Wednesday, January 23, 2019 – with Finance Committee to review areas of concern and tentative recommendations
- Tuesday, January 29, 2019 – MERSD Final Budget Hearing