



MANCHESTER-BY-THE-SEA

BOARD OF SELECTMEN • TOWN HALL
Manchester-by-the-Sea, Massachusetts 01944-1399
Telephone (978) 526-2000 FAX (978) 526-2001

MINUTES OF THE BOARD OF SELECTMEN

January 9, 2017

6:00 p.m.

Town Hall

MEMBERS PRESENT: Chairman Boling, Mr. Kehoe, Mr. Barclay & Mrs. Driscoll

MEMBERS ABSENT: Vice Chairman Beckmann

STAFF PRESENT: Greg Federspiel, Town Administrator; Debi Morong, Executive Assistant

GUESTS: Christina Bain

PRESS:

At 6:01 p.m., Chairman Boling called the meeting to order noting that the meeting was being video / audio-taped by volunteers from Cape Ann T.V. and audio-taped by Debi Morong and asked that if anyone in the audience was taping the meeting, they should let the Board of Selectmen know.

Citizens Open Forum:

Announcements: *The Short Term Paying Guest bylaw has gone into effect as of January 1, 2017.*

Moment of Silence:

Manchester Fitness MAC, LLC; Change of Manager – Public Hearing

Selectman Kehoe makes a motion to open the public hearing. Selectman Driscoll seconded the motion and it was approved (4-0).

Mr. Simboli was not present, but did send the Assistant General Manager, Andrew to represent the club. Mr. Simboli is not TIPS Certified, but is on-site approximately 40-50 hours per week including weekends.

With no further questions from the Board or the public, Selectman Kehoe made a motion to close the public hearing. Selectman Driscoll seconded the motion and it was approved (4-0).

Selectman Kehoe made a motion to approve the request for a change of manager at the Manchester Fitness MAC, LLC. Selectman Driscoll seconded the motion and it was approved (4-0).

APPROVED 2.6.2017

Library Trustee Candidate – Christina Bain

Christina Bain is the fourth candidate to be interviewed for the open seat on the Library Board of Trustees. It is an unexpired term left vacant by the passing of Tim Browne. The term is only until the town elections on May 16, 2017 at which time the person can run for election for the remaining term which ends June 30, 2018.

Christina is a 38 year resident of the Town of Manchester and is a member of the Historical Society and the Historical Museum. She brings fund raising and budgeting experience and believes that the Library should be run as a business.

In order to have a vote, there needs to be a quorum of both Boards and unfortunately, the Library Board of Trustees does not have a quorum this evening and this vote will need to be postponed until the next Board of Selectmen meeting, Monday, January 23, 2017.

Designation of Records Access Officers

As of January 1, 2017, municipalities are required to designate 1 or more Records Access Officer (RAO). The RAO's duties are to:

- Coordinate the municipality's response to requests for access to public records
- Assist individuals seeking public records in identifying the records requested
- Assist the custodian of records in preserving public records
- Prepare guidelines that enable requestors to make informed requests
- Furnish copy of a requested public record within 10 days following receipt of request

Denise Samolchuk, Town Clerk is the most logical choice for Town Hall matters. Officer Ryan Machain is the Police Chiefs choice for the Police Department and Lt. Tim Crosbie is the Fire Chiefs choice for the Fire Department.

The Board of Selectman agreed to designate these people as the RAO's for the town and to have this information available on the town website.

Donation: Clara B. Winthrop Charitable Trust

The Town received a check for \$10,000 from the Clara B. Winthrop Charitable Trust Fund for the upkeep and maintenance of Winthrop Field.

Selectman Kehoe made a motion to accept the generous donation for Winthrop Field and send a letter of thanks to the Charitable Fund. Selectman Driscoll seconded the motion and it was approved (4-0).

Water Abatement Policy Discussion

Chairman Boling has requested to hold off on this agenda item until the next Board meeting. Would like to get some more information and examples of how other towns respond to abatement requests. Looking at a three (3) tier policy and a form that the resident would need to fill out with all the appropriate information including if they have ever applied for an abatement in the past and why.

APPROVED 2.6.2017

Consent Agenda

- *REQUEST TO DECLARE SATURDAY, MAY 20, 2017 "SCANDINAVIAN HERITAGE DAY"*
- *WATER ABATEMENT REQUEST – 105 OLD ESSEX ROAD*
- *WATER ABATEMENT REQUEST – 58 MASCONOMO STREET*
- *WATER ABATEMENT REQUEST – 40 BEACH STREET*
- *BOS MEETING MINUTES*

All the abatement requests will be removed from the consent agenda until a policy has been established without penalties.

Selectman Kehoe made a motion to approve the Scandinavian Heritage Day Proclamation and the Board of Selectman meeting minutes for November 7, 2016 & December 5, 2016. Selectman Driscoll seconded the motion and it was approved (4-0).

- *APPEAL FOR LOSS OF MOORING – INGRID SWANSON*

According to the Harbormaster, mooring invoices are available and ready to pay as of November 1st for the following boating season. Ms. Swanson did not depart for her month long trip until March. The Board believes that Ms. Swanson was given ample opportunities to remedy the situation and has come to the conclusion to deny her appeal.

Chairman Boling made a motion to deny the mooring appeal made by Ingrid Swanson. Selectman Kehoe seconded the motion and it was agreed upon (4-0).

FY2018 Budget Discussion

Top FY2018 Budget Priorities:

- 1) School Budget
- 2) Capital
- 3) Public Safety

In regards to the school budget, some communities come to an agreement on the new funds available and allocate these new funds appropriately according to the percentage of total expenditures.

For capital, we have the new concept of capital exclusion funds. This is a good idea if we wish to continue an aggressive capital plan while staying at a level amount of "excluded" taxation above Prop 2 ½ levels. We are trying to maintain a consistent amount of roughly \$1.9 million in excluded debt payments, but when this level drops and we are not ready to issue a new bond we can ask voters to approve a temporary capital exclusion amount that keeps the town at the \$1.9 figure.

Public Safety staffing is of concern with Fire Chief Kramlinger. A boost in Fire Department staffing could be paid for through savings realized with a regional dispatch service and eliminating one police officer.

Correspondence

- *XFINITY LETTER DATED 12.12.16; MUNICIPAL EMERGENCY/TROUBLESHOOTING PROCEDURES*
- *LETTER FROM CONSCOM MEMBER DATED 12.9.16 REGARDING SIGNAGE ON COLBURN ROAD*
- *CONECO ENGINEERS – LETTER DATED 12.19.16 PHASE II COMPREHENSIVE SITE ASSESSMENT; 23 SUMMER ST.*

APPROVED 2.6.2017

- FEMA LETTER DATED 12.19.16 - FLOOD HAZARD DETERMINATIONS NOTICE HAS LAPSED
- MASS WETLANDS PROTECTION ACT ABUTTERS NOTIFICATION – REED PARK, BEACH ST. MANCHESTER

The selectmen would like to develop a small group to get together and discuss Colburn Road signage. Chairman Boling & Greg Federspiel volunteered to head up the group.

Town Administrative Report

- Received \$15,000 Grant award for new Floats for the Boat Ramp.
- Received \$14,500 Grant award for design of permeable pavement improvements to Coach Field parking lot.
- Jones Contracting of Walpole was the low bidder at \$242,165 for the Valve and Hydrant Replacement Work that was put out to bid. This project will also have a construction oversight contract with Tata & Howard.
- Orange Trash Bags – We would like to continue allowing the vendors to sell the orange bags at a small markup to defray their costs of selling the bags on the town's behalf (\$1 for 5 bags).
- Facility Planning Workshop – This is scheduled for 7PM on Monday, January 23 immediately following the BOS meeting which will begin an hour earlier at 5PM. After this workshop, the Town will receive a final report and a public presentation will be scheduled.
- Union Negotiations – Initial meeting with the DPW, Police and Clerical Unions will take place beginning next week.
- Trash Schedule – The town's new vendor, Waste Management is picking up trash and recycling weekly. They only delay pick up when the actual holiday falls on a regular pick up day (Monday or Tuesday). Many residents were still following the Hiltz schedule or the calendar that was sent out last year. Notices were posted on the website and through social media, but due to the late notice to the town, many people did not get the news in time.

At 8:04PM, Chairman Boling made a motion to adjourn. Selectman Kehoe seconded the motion and it was approved (4-0).

Respectfully Submitted,

Debi Morong
Executive Assistant

Documents Used:

- Manchester Fitness MAC, LLC – Change of Manager application
- Library Trustee Application – Christina Bain
- Scandinavian Heritage Day – Proclamation
- New Provisions for the Records Access Officers (RAO)
- Charitable donation letter from the Clara B. Winthrop Charitable Trust
- Ingrid Swenson – Mooring appeal

(Documents used by the Selectmen during this meeting are filed in the Selectmen's Office along with a copy of the posted Agenda & Minutes)