



MANCHESTER-BY-THE-SEA

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

January 21, 2020

6:30 p.m.

Town Hall, 5

MEMBERS PRESENT: Mr. Boling, Ms. Driscoll, Ms. Jaques and Mr. Bodmer-Turner

MEMBERS ABSENT: Mr. Steinert

STAFF PRESENT: Town Administrator, Mr. Federspiel, BOS Clerk, Ms. Hunter, Executive Assistant BOS/Town Administrator, Ms. Nathan, Council on Aging Director, Ms. Hammond, Parks & Recreation Director, Ms. Marshall, Town Planner, Ms. Brown and DPW Project Manager, Mr. Desrosiers

GUESTS:

PRESS:

Mr. Boling called the BOS meeting to order at 6:31 p.m.

Mr. Boling stated the meeting is being recorded by Studio 1623 (Cape Ann TV) for future broadcast and recorded by Ms. Hunter for accuracy in minutes. He asked if anyone was recording the meeting to please let him know and requested attendees silence their cell phones.

- 0. Items not on the agenda** – There were no requests to comment on items not on the agenda.

1. Cornerstone Church Option to Purchase

Mr. Boling stated the Board would first discuss whether to sign the option to purchase without obligation. If the Board decides to purchase the Cornerstone Church the decision to purchase will go before Annual Town Meeting in April 2020.

Ms. Jaques asked if the option exists for 3-years does that mean the Town cannot access the building for 3-years and would there be a refund of the deposit? Mr. Federspiel answered there would be no deposit until after Town Meeting and no money transferred until after the Church stated they were ready to proceed.

Mr. Bodmer-Turner asked if the Board was only discussing the option at this time. Mr. Boling confirmed that was correct. Ms. Driscoll asked if the lawyers had reviewed the documents the Board was reviewing. Mr. Federspiel stated the Board was reviewing the final documents approved by the lawyers.

Mr. Stuart Conant, 96 School Street – Mr. Conant stated he is a senior citizen, has lived in Town for 40 years and does not understand why the Town is doing this. He asked if the Town was purchasing a building simply because it became available. He pointed out there are a number of underutilized facilities around Town. The decision is not logical. There is no parking and seniors will need to park and walk. There is a community center, a place behind the Santander bank and seniors have a place in the Plains. Mr. Conant stated he is not convinced there are population numbers to support a Senior Center.

Mr. Boling replied the Board of Selectmen has had a number of requests for a central and dedicated Senior Center to support seniors. The Community Center does not fit the bill it needs to be scheduled and paid for. The reason this came up now is because the Church decided to move and approached the Town to see if there was interest in the Town purchasing the building. There have been multiple discussions around if it is an ideal property.

Also, the Finance Committee has spent time evaluating the property from a financial standpoint and, whether the Town turns it into a Senior Center or Town Offices, purchasing the building from a financial perspective makes sense. The building could also be returned to the public market.

Nancy Hammond, Director Council on Aging, stated she has been in her position for 20 years and in that time, programs specifically designed for seniors have grown ten times. With 35% of the Town's population over 60 (totaling 2,000 residents) and programs scattered throughout Town, the Council on Aging can no longer meet the needs of the population. Manchester is one of 5 communities in the State without a dedicated Senior Center. Ms. Hammond stated this is an ideal opportunity for the Town to help meet the needs of this growing population.

Mr. Boling stated if the Board decides to put this forward for Town Meeting there will be additional plans and information developed for what is planned for the site and how we plan to address the concerns and limitations the property may have.

Mr. Bodmer-Turner asked Mr. Boling to address the costs over the cost of purchasing the property. Mr. Federspiel responded renovations will be funded through private fundraising. He anticipated the costs of renovation will likely be equal to the cost of purchasing the building. The Friends and a professional fundraiser will manage the campaign to raise funds to renovate the building.

Sue Thorne, 9 Sawmill Circle – stated Ms. Hammond's office is a 12 x 12 space in the basement of Town Hall. There is no privacy for individuals and families discussing their challenges and problems. Additionally, there are no rest rooms on the lower level a disservice for those employees and visitors using that level.

Mr. Boling asked for a motion to approve the Town entering into an option agreement to purchase the Cornerstone Church. The option carries a nominal cost of \$1.00.

Ms. Driscoll stated so moved; Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.

Mr. Boling stated the Board has a draft purchase and sale agreement and will decide to give Mr. Federspiel feedback with the Board's agreement. If there are questions and concerns outside of format the Board will move to Executive Session. Mr. Bodmer-Turner stated he has two questions better discussed in Executive Session. The Board will move into Executive Session at the end of the Open Meeting.

Mr. Boling concluded by stating details will be made public as we go into Town Meeting in April, including information from contractors on the costs of renovating the building.

Ms. Thorne asked at what point does it make sense to start fundraising. Mr. Federspiel stated the Friends could start fundraising efforts now.

2. Parks & Recreation Discussion on Pay and Display Parking

Ms. Marshall stated Pay and Display Parking Meters at Singing Beach is part of her capital plan as a means of generating additional revenue from Singing Beach. While revenue generated from parking tickets was significant after this past Labor Day; it is a punitive way to increase revenue. Pay and Display Parking Meters for non-residents would be a means to generate revenue in a positive, more welcoming manner.

Ms. Marshall is proposing setting aside 20 – 30 spots in the current parking lot for non-residents during off peak seasons. The cost of setting up a Pay and Display Parking system has decreased over the past few years with local vendors and factory service available in Boston. Municipalities currently using some level of Pay and Display parking meters include Andover, Sharon, Worcester and Rockport.

Ms. Driscoll stated the Planning Board has scheduled a comprehensive study and parking analysis in the Town this spring and summer

Ms. Jaques asked about the significant revenue generated through parking tickets for the 6 weeks from Labor to October 15, 2019. Ms. Marshall stated there was funding available in the Parking Enforcement Officer line for the Police Department and it was decided with Chief Fitzgerald to use Parking Enforcement Officer at Singing Beach.

Ms. Driscoll stated she understands the merit of the program but was not sure if the Town was ready for this especially in light of the upcoming parking study and the need to review the whole parking plan for the Town.

Mr. Bodmer-Turner proposed tabling the request at this time. The Finance Committee has not reviewed the proposal and CPC indicated they were not ready at this time to support the project.

Mr. Boling wondered what the Parking Study might indicate for the Singing Beach parking lot. Mr. Bodmer-Turner asked how likely the Town was to conduct the study. Mr. Federspiel replied MAPC is in support of the Parking Study and the Town has formally applied for the Grant.

Mr. Bodmer-Turner stated he is not convinced of the need to wait for the parking study to implement the program at Singing Beach. It may provide additional information for

the study to use in analyzing how likely the Pay and Display Parking would work village wide. Ms. Driscoll stated the Board works hard to make data driven decisions and study and results would help to convince residents of the need for additional parking considerations.

Mr. Boling asked if the decision was made to put the possibility before the Town when would that decision need to be made. Mr. Federspiel replied the first week in March. The request for \$25K is currently in the Parks and Recreation capital budget. Mr. Bodmer-Turner replied at the very least there should be funding in the budget for a Parking Enforcement Officer for the 6-week period following Labor Day.

3. Grants Update

Sewer Plant Alternatives: The Town has received a \$100K grant through the State's Housing Choice Initiative to study the feasibility of converting the Sewer Plant into a watertight pumping station and pumping the Town's sewer flows to Beverly's Plant or the Regional Plant. This would allow the redevelopment of the sewer plant site into a possible mix of commercial and residential uses given its prime village location. Sue Brown took the lead on this grant.

Municipal Vulnerability Program (MVP) - \$72K grant to pursue permits for the re-establishment of a free-flowing Sawmill Brook and the restoration of the "seawalls" along the eastern bank. This is part of the bigger effort in rebuilding the Central Street culvert/dam. Mary Riley took the lead on this grant.

ADA accessibility study and action plan - \$50K grant to complete an assessment of Town facilities and accessibility. Once the study is completed the Town will be eligible for implementation grant funds. Sue Brown took the lead in writing this grant.

Village Core Parking Study – Technical assistance from MAPC to study the Town's parking challenges in and around the core village area and to develop recommendations for improvement. While not officially awarded yet, MAPC has indicated they will be able to provide the manpower to conduct this study for MBTS over the spring and summer 2020. Sue Brown has been working with MAPC on this.

FEMA Flood proofing Funds – The Town is waiting official word on being awarded some \$150K to better protect Town Hall and the Sewer Plant from floods/high water. The State has recommended our project to FEMA and the Town anticipates official word of the award. Mary Riley, Chuck Dam and Nate Desrosiers have taken the lead here.

Western Woods Forest Management Plan – The State Department of Conservation has indicated they will provide funding for the Town (\$10,000+/-) to hire a forester to develop a management plan for the western woods. The plan would recommend ways to improve the health of the forests and also identify recreational opportunities that we could develop. Having the management plan in place makes the Town eligible for grants to acquire privately owned parcels in the area should we want to expand the amount of preserved lands in this area. Sue Brown has spearheaded this for us.

LCD/40R Technical Assistance – With the recent Planning Board approval to further study creating a 40R overlay district with the LCD, the State will provide technical assistance to the Town to help in evaluating how the Town might best apply this local option of promoting a mix of uses in the LCD. Sue Brown is taking the lead on this effort.

All told these efforts represent over \$400K in new grants to the Town which are helping to advance the goals of the recently adopted Master Plan.

4. FY 21 Budget Review

The Board discussed the Budget focusing on the following areas:

- MERSD budget as it related to the use of reserve funds in the amount of \$375K. Mr. Federspiel stated the use of reserves is not a long-term solution and will in 3-years likely result in a significant override for the District. Ms. Driscoll indicated she was concerned about the long-term effects of the District's budget on the Town's budget and asked what would happen if an override did not pass. Mr. Boling indicated the override did not pass in 2008 and if an override does not pass the District's budget reverts to the previous year's budget. Ms. Driscoll asked if there was a better sense about Essex, Mr. Federspiel stated there was no new information on that.
- Mr. Bodmer-Turner asked how the District had paid for the SRO position. The SRO position was paid through the District Professional Services line item and is between \$65-\$70K.
- Eagle's Nest is proposed to be paid with reserves.
- Health Insurance – the Town has done well with Health Insurance and in the past Fiscal Year realized a decrease in premiums. The District is doing better since the very large hike they experienced a couple of year ago but does not have final numbers on their increase for FY21.
- DPW staffing discussions with the Finance Committee have progressed. The Committee has approved the new positions in Water and Sewer and are still discussing the Highway Department position. Finance Committee is specifically asking for justification on where in the budget DPW will realize savings with the hiring of a new full-time position. Mr. Federspiel stated Mr. Dam and Mr. Desrosiers are still working on projections for the Finance Committee.
- Mr. Bodmer-Turner had questions about the Engineering Study proposed for Sweeney Park. Is there \$50K in the Capital Budget to cover the proposed study. Mr. Federspiel confirmed the funds were in the Capital Budget with a request to CPC for \$50K. Mr. Bodmer-Turner indicated he believed \$100K to design, engineer and upgrade the athletic field was high. Mr. Federspiel will follow up on the bid scope of work.
- Mr. Boling asked if the Finance Committee had reviewed applications for CPC funding. Mr. Federspiel indicated that review has not taken place.

5. Consent Agenda

- BOS Minutes – January 6, 2020
- Fish Trap License Renewal – James Santapaola
- Approve Warrant for March 3, 2020 Presidential Primary
- Designation of Town Hall as Early Voting Location for Presidential Primary

The Board had questions regarding Mr. Santapaola's Fish Trap License Renewal. The Harbormaster will review the application and Mr. Santapaola will be asked to the next Board meeting.

Ms. Driscoll moved to approve Warrant for March 3, 2020 Presidential Primary and Designation of Town Hall as Early Voting Location for Presidential Primary; Ms. Jaques seconded the motion. The motion passed unanimously.

Ms. Driscoll moved to approve the minutes of January 6, 2020; Mr. Bodmer-Turner seconded the motion. The motion passed with Mr. Boling abstaining.

Mr. Bodmer-Turner requested Mr. Federspiel follow up on the question of Cornerstone Church and FEMA map regarding how high water might rise.

6. Correspondence

- Letter from MASSDOT re: Chapter 90 Apportionment for FY20
- Letter from MAPC re: Monthly Digital Maps/Data Presentation

7. Town Administrator's Report

- 1) Fire Chief Search:** Assessment days are scheduled for Wednesday and Thursday, 1/22 and 1/23. Selectmen are welcome to observe the group exercise from 2:00-3:00 on Wednesday and oral presentations on Thursday morning from 8-12. On Monday, 1/27, at 4PM the Search Committee will hear the results of the assessments and select two or three finalist for interviews which will take place on Thursday afternoon, 1/30. Assuming there is a clear top choice, Mr. Federspiel would like to suggest we hold a special meeting, perhaps 2/10, for the top choice with the Board.
- 2) Town Nurse:** Mr. Federspiel is sorry to report that a satisfactory resolution of the differences between Colleen Brown, the Board of Health and Ellen Lufkin was not obtainable. Thus, Colleen will end her tenure as Town Nurse at the end of this month. Former Town Nurse Pam Ciccone will step in on a temporary basis as the Board of Health and BOS determine the best way forward (hire a new Town Nurse, contract with the VNA, or contract with another town.) One of the challenges with the current Board of Health structure is no clear leadership. The Town needs to have an existing department leader take on oversight or Increase Ms. Lufkin's hours and promote her to Department Head status reporting directly to the Town Administrator.

8. Other Matters, as May Have Not Been Reasonably Anticipated by the Chairman – Discussion Only. There were no additional matters discussed this evening.

Ms. Jaques moved the Board go into Executive Session; Mr. Bodmer-Turner seconded the motion. Mr. Boling, yes, Mr. Bodmer-Turner, yes, Ms. Driscoll, yes, Ms. Jaques, yes. The motion passed.

9. Executive Session:

- 1) Under M.G.L. Ch. 30A, 21 (a)(3) To Discuss Strategy with Respect to Collective Bargaining Sessions (All Unions).**
- 2) Under G.L. Ch. 30A, 21 (a)(6) to Consider the Purchase of Real Estate.**

Ms. Jaques moved to adjourn the meeting; Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.

Meeting Documents:

- Cornerstone Church Option to Purchase and Purchase and Sale Agreement
- FY21 Preliminary Budget Book
- Consent Agenda items as listed
- Correspondence as listed
- Town Administrator's Report
- Pay and Display Parking Meter Information
- CPC Project Applications for FY21
- Application for Weirs, Pound Nets or Fish Traps
- Fire Chief Search Committee Schedule

Upcoming BOS Meetings

- February 3, 2020, BOS Meeting
- February 18, 2020, BOS Meeting