



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 23, 2017

5:00 p.m.

Town Hall

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

MEMBERS ABSENT:

STAFF PRESENT: Greg Federspiel, Town Administrator; Debi Morong, Executive Assistant; Chief Ed Conley, Police Dept.; Chief George Kramlinger, Fire Dept.

GUESTS: Board of Library Trustees

PRESS:

At 5:00 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:

Moment of Silence:

Ceremonial Swearing-In

Chief Edward Conley had the honor of swearing-in the following new hires of the Manchester Police Department:

Officer Ryan Machin
Officer Jordan Bergevine
Officer Jennifer Gilson
Officer John Barry
Officer Eric Giordano
Officer Liisa Burk
Officer Jacob Fitzgerald
Officer Ronald Ramos

Dispatcher Chelsie Reilly
Dispatcher Sarah Hunt
Dispatcher Marc Cecilio
Dispatcher David Somers
Dispatcher Coulter Chute

The Board of Selectmen welcomed them all.

APPROVED 2.6.2017

Consent Agenda

BOS Meeting minutes for 12.19.2016

Selectman Kehoe made a motion to approve the meeting minutes for the December 19, 2016 Board of Selectmen Meeting. Selectman Driscoll seconded the motion and it was approved (5-0).

Library Trustee Candidates Discussion & Appointment

Christina Bain, Ric Rogers, David Shaw & William Cross are the four candidates that have been 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.

With such a short period of time before the elections in May, both Boards were in agreement that a person with experience would be the best choice at this time. Ric Rogers has been a member of the Library Board of Trustees and fits this description.

Chairman Boling made a motion to nominate Ric Rogers to the Library Board of Trustees for a term ending on May 16, 2017 at which time he may run for election for the remaining term. With a roll call vote it was approved (6-0-1) with Vice Chairman Beckmann abstaining due to her absence during the interview process.

Bike & Pedestrian Committee

Al Centner, chairman of the Bike & Pedestrian committee was present to speak in front of the Board regarding a warrant article for the Annual Town Meeting.

“In the interest in making our streets friendlier and safer for pedestrians and cyclists of all ages, the Manchester Bike & Pedestrian Committee recommends that Section 17C. (a) and (b) and Section 18B. (a) and (b) of Massachusetts General Law Chapter 90 be included on the warrant at the April 2017 Town Meeting for adoption by the town of Manchester. These Sections will strengthen our town’s home rule capabilities and allow our town to create a designated safe zone in the near future.”

Speed Limits in Thickly Settled or Business Districts:

Cities and towns have the option to opt-in to [MGL c. 90 § 17C](#), reducing the statutory speed limit from 30 mph to 25 mph in thickly settled or business districts. MGL c. 90 § 17C defines a thickly settled or business district as "the territory contiguous to any way which is built up with structures devoted to business, or the territory contiguous to any way where dwelling houses are situated at such distances as will average less than two hundred feet between them for a distance of a quarter of a mile or over."

Safety Zone Speed Limits:

[Section 194 of Chapter 218 of the Acts of 2016](#) Section 18B. (a) Notwithstanding section 18 or any other general or special law to the contrary, the city council, the transportation commissioner of the city of Boston, the board of selectmen, park commissioners, traffic commission or traffic director of a city or town that accepts this section in the manner provided in section 4 of chapter 4 may, in the interest of public

safety and without further authority, establish designated safety zones on, at or near any way in the city or town which is not a state highway, and with the approval of the department if the same is a state highway. Such safety zones shall be posted as having a speed limit of 20mph. (b) The operation of a motor vehicle in such zone at a speed exceeding the speed limit established under this section shall be a violation of section 17.

Mode of acceptance of statute by municipality or district:

Section 4. Wherever a statute is to take effect upon its acceptance by a municipality or district, or is to be effective in municipalities or districts accepting its provisions, this acceptance shall be, except as otherwise provided in that statute, in a municipality, by vote of the legislative body, subject to the charter of the municipality, or, in a district, by vote of the district at a district meeting.

Selectman Kehoe made a motion to instruct the Town Administrator / Town Council to craft and place on the warrant for the Annual Town Meeting 2017, MGL Chapter 90 Section 17C (a) & (b) and Section 18B (a) & (b) for adoption of special limits in our town. Vice Chairman Beckmann seconded the motion and it was approved (5-0).

Town Administrator's Report

- 1) Library Furnace – The new gas furnace is installed and running. The Library had a tough week with little to no heat, but was able to make it through the installation with no major issues. The project was delayed until January due to National Grid's scheduling.
- 2) Tuck's Seawall – The new seawall is in. Railings for the new steps and spring re-planting of grass are the two remaining items. The base of the walkway out to the Rotunda was not repaired because they didn't feel it was a pressing issue so it was not part of the original scope of work.
- 3) Seaside One – Closing in on a new agreement with the Historical Society to operate the "museum" space on the first floor. Looking into using the 2nd floor office space for a department from the Town Hall. This will open up the meeting room space on the 2nd floor room #7 to be used strictly as a meeting room.
- 4) MMA Annual Meeting – Greg gave a presentation about the town's curbside composting program that was very well received.
- 5) Dredging – We have permits. The next step is to put together a detailed Request for Proposals (RFP) to go out this spring and be ready to dredge in the fall and winter months. (A project manager will need to be hired independently to oversee the project)

Records Access Officers

Municipalities are required to designate 1 or more Records Access Officers (RAO). Under the new revision of the law, RAO's must provide public records to a requestor in an electronic format *unless* the record is not available in an electronic format or the requestor does not have the ability to receive or access the records in a useable electronic format.

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The RAO must furnish a copy of the requested public record within 10 days following receipt of the request. RAO's may petition for an extension of time if they are unable to grant access to the requested in this time period.

The following were recommended for the designation of RAO's:

Town Clerk – Denise Samolchuk; Town Hall

Officer Ryan Machain; Police Department

Lt. Tim Crosbie; Fire Department

Police / Fire Backup – Patrice Rotondo

Selectman Kehoe made a motion to designate the above referenced as Records Access Officers (RAO's) for the Town of Manchester. Vice Chairman Beckmann seconded the motion and it was approved (5-0).

Award of Contract: Valve & Hydrant Replacement Project

Jones Contracting, Inc. was the low bidder for the project. Town Council suggested having the following stipulations in place before proceeding:

- To have the job be set up in phases
- To have an experienced supervisor on the job site
- Have a performance Bond in place
- Have a Clerk of the Works in place: Tata & Howard

Selectman Kehoe made a motion to award the Valve & Hydrant Replacement Project contract to Jones Contracting, Inc. for \$242,165. Selectman Driscoll seconded the motion and it was approved (5-0).

Water Abatement Policy Discussion

They would like to put in place a standardized form that would be posted on the website. The Water Supervisor would make the decision on whether or not to approve an abatement and then the Board would only get involved if there was an appeal. In order to create a fair process, this will require more time and information before the board can make a final decision and create a new policy.

Lincoln Street Pedestrian Bridge

- This Bridge is the responsibility of the School District, but they cannot independently make the decision to remove the bridge.
- The foot bridge connected two pieces of property (early 1970's).
- The bridge was hit by a truck approximately 6-8 months ago.
- It is believed that the truck driver's insurance company should pay for the repairs, but if the town wants to have upgrades, the town will have to pay the difference.
- Until this bridge is repaired, there should be a crossing guard there for safety purposes. There will be much more discussion on this bridge repair/upgrade/removal in the coming months.

APPROVED 2.6.2017

FY2018 Budget Discussion

Fire Department Budget: Fire Chief George Kramlinger

Top priorities:

- 1) Staffing
- 2) Equipment – Replace Engine 2 & Replace Chiefs vehicle
- 3) Dispatch – smaller vehicle fully equipped to handle a town like Manchester

Chief Kramlinger raises the fundamental question about the future direction of the department and the degree to which the Fire Department is staffed for the rare fire event. The Chief is a strong advocate of being well prepared. The cost of such preparedness is high. If it is decided to increase staffing, the 56 hour work week for existing staff is recommended. This is a \$300,000 adjustment which can be covered by eliminating fire call out / call backs (\$100,000), eliminating a police patrolman and maybe finding savings throughout the budget.

At 6:55PM, Selectman Kehoe requested a 5 minute recess before continuing with the Finance Committee and the presentation from CDR Maguire.

Respectfully Submitted,

Debi Morong
Executive Assistant

Documents Used:

- Manchester Fitness MAC, LLC – Change of Manager application / License
- Library Trustee Applications
- New Provisions for the Records Access Officers (RAO)
- MGL Chapter 90 Section 17C (a) and (b), Section 18B (a) and (b) and Chapter 4, Section 4 information
- Bid opening results for the Valve & Hydrant Replacement Project
- December 19, 2016 BOS Meeting Minutes
- BOS policy on setting policies

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