



OFFICE OF THE
PLANNING BOARD
TOWN HALL, 10 CENTRAL STREET, MANCHESTER-BY-THE-SEA, MA 01944-1399

Minutes of Meeting of the Planning Board
February 11, 2019 – Town Hall

Present: Chairman Canny, Members Coons, Delisio, Fish, Foley, Mastrogiacomo; Town Planner Brown

Absent: Member Sullivan

Chairman Canny called the meeting to order at 7:00 p.m.

Lincoln Street, Manchester Memorial Elementary School, informal pre-application meeting

Architect Remko Breuker of the School Building Committee, Project Manager Steve Brown, Architect Debi McDonald, School Superintendent Pam Beaudoin, MERSD Finance Director Avi Urbis were present at this part of the meeting.

Architect McDonald presented proposed plans, including a plan showing the new school superimposed on the existing. She pointed out the following: A looped drop off has been added to the plans. The school will be constructed in three stages, one wing in each stage so that school will continue in session during construction. The school will be two stories and the footprint of the school will be smaller than the existing. The amount of pavement will be greater. There will be a net gain of 37 parking spaces. Run-off will be improved. She had a preliminary meeting with the Conservation Commission and is working with Mary Rimmer and Chris Bertoni on Conservation issues. The existing building is in the Conservation Commission setbacks. Work will be done in the setbacks. The Conservation Commission has engaged Linden Engineers as Peer Review. The shape of the lot is not a rectangle. There are a lot of constraints on the site. The site will be built up to increase the elevation. The anticipated start date will be in the summer of 2019. A lot of demolition and site work has to be done. There is asbestos in the building. The occupancy date is 2021. Preconstruction planning will be done by the builder. The athletic fields will stay where they are. There will be fencing on the site. There will be improved storm water and drainage on the side of the where there are houses. She has met with the Fire Department. She is going to the ZBA for a height variance. The new school is 44 ft. tall. She presented a sheet of set backs.

Mr. Steven Brown said the current project cost is \$56,000,000. Phase One will be demo and site mobilization for Fall 2020. There is asbestos in the existing building which will be abated. The

front of the building where the tennis courts are located remains unchanged. He discussed solar panel potential. He explained the dehumidification system that is planned for the school instead of air conditioning.

Mr. Breuker said that construction trucks will use the existing foot path. The gym cafeteria kitchen wing can be locked off so that it can be used without entrance to the class rooms. He said that using solar energy is being discussed. All lights are LED. He discussed the roof and exterior of the building.

School Superintendent Beaudoin said she has discussed the summer program with Cheryl Marshall. She said there will be no summer school classes. The contractors will be using the skate park on Summer Street and Brook Street tennis courts for staging and contractor parking. She said the big change will be managing the morning drop off because of the truck traffic.

Mrs. Delisio asked if the “mini” basketball hoops for the kids could be left or moved where the kids could use them.

Ms. Fish said that according to the plans, the Pre-K playground will be in the shade all the time. The outdoor classroom will also be in the shade.

The applicant will submit application and plans and the Planning Board will hold a public hearing.

Surf Conservation Easement

Town Planner Brown has been in communication with the applicant’s attorney and with the Conservation Commission. The Conservation Commission has agreed to accept the Conservation Restriction and they have offered language which has been submitted to the applicant’s attorney. Town Counsel has reviewed the document and made technical corrections.. The next step is to send the document to the Attorney General. Ms. Brown is waiting for word from the applicant.

Master Plan Discussion

Master Plan Committee Co-Chair Gary Russell was present for this part of the meeting.

Mrs. Delisio stated that the minutes should articulate that she is not in favor of a DRT (Design Review Team) extending to any project that requires a Site Plan Review Special Permit.

Mrs. Foley said she would like to know what the process is.

Mr. Canny said the Board has heard and participated in the whole process over the last 3 and a half years. The Board has had an opportunity to be involved and has responded and has seen the

Master Plan as written. Several people participated in the forums over the last 3 and a half years. The majority of the Board has already talked about this and was ready to vote on this some time ago. The Master Plan is essentially done and the MP committee has been released from their obligations. There is some room for clarification in terms of the understanding of our role in the Master Plan but not to start the process all over.

Ms. Fish said her understanding always was that the Board would be giving its feedback on this but the Master Plan has to be voted at Town Meeting. Town meeting will take care of matters.

Mrs. Delisio said the 2000 Master Plan was addressed by Town Meeting.

Ms. Brown said the by-law says that Planning Board votes on the Master Plan. Most of the items that are not in the plan, such as the budget, are out layers.

Gary Russell Co-Chair of the Master Plan Committee said that early on in the process there was talk about taking it to Town Meeting for endorsement. It is a matter of timing. Because of the timing it became less and less realistic to have it go to Town Meeting. Over the last 3 and a half years the discussion of Town Meeting has faded away. The focus in the end is Planning Board approval. Mr. Russell said that in 2000 the Town Meeting voted on the Goal Statement.

Ms. Brown said the Selectmen plan to endorse it.

Mrs. Foley said that in 2000 the 5 goals went to Town Meeting.

Ms. Fish said she feels it should go to Town Meeting.

Mr. Canny disagrees. He said it has been in front of the public for so long in workshops and meetings. It is the Planning Board's responsibility to vote on it.

Ms. Brown said the public has had incremental pieces of the Master Plan all along. They have had it in multiple stages. Recommendations have been available for a long time

Mrs. Delisio said the public was not invited after the whole document was posted.

Mr. Mastrogiacomo said people have been in workshops for years.

Mr. Russell said there was never a conscientious decision not to take it to Town Meeting. Most of the members felt that the work was done. He would support that the Planning Board adopts or tweaks and then take it to Town Meeting.

Ms. Brown recommended that the Board talk to Town Moderator Alan Wilson about taking it to Town Meeting.

Ms. Brown said she is not concerned about the organization of the Plan. She is concerned about its integrity.

Mrs. Foley said she agrees with going to Town vote. She is not ready to support it.

Mr. Russell said the Master Plan Committee looked at the Master Plan as a method to recognize the synchronicities and the conflicts. The idea was to organize it along the visioning principles. The main document tells the story.

Ms. Brown explained how these relate under the visioning. The implementation matrix is used for checks and balances. The format and organization will be cleared up by the “designer”. Her concern lies in whether there is anything in the substance. People want to better understand governance and who is making decisions. Over time Master Plans have evolved.

Mr. Russell said there was support for hiring professional staff to support the volunteers.

Ms. Brown said the intent of hiring professional staff was to support the boards and committees so that they can do their work. The Master Plan Committee thought it was necessary to respond to the governance issues. Everything in the Master Plan is not under the purview of the Planning Board, examples are transportation and open space. Board of Selectmen, Town Administrator and all Departments have responsibility for town governance.

Ms. Fish said the Planning Board is overstepping its bounds making recommendations about governance.

Mr. Mastrogiacomo recommended forming a subcommittee and reporting back to the Board.

Ms. Brown said the Master Plan Committee went to the 15 Boards and Committees three times each.

Mr. Canny said the Master Plan was on the Planning Board agenda item 20 or more times.

Mr. Canny said a Subcommittee can meet and engage with Ms. Brown. Mr. Russell volunteered and will bring recommendations back from the Board. Mary Foley, Christine Delisio volunteered. Andrea Fish will be unavailable in March but will attend during the month of February. The secretary will send an email to Ms. Sullivan asking if she would like to be on the subcommittee.

Mr. Russell will be at the hearing on February 25.

Discussion of Bylaw changes/revisions - Recodification.

Ms. Brown reported that she has solicited Atty. Bobrowski, Atty. Witten and KP Law. Messrs. Bobrowski and Witten have responded. She is waiting for KP Law.

Minutes

Upon motion made by Mr. Mastrogiacomo and seconded by Ms. Fish, it was VOTED to approve the minutes of January 14 as corrected.

CPC Update;

Mr. Mastrogiacomo reported that the CPC met on February 6th and increased the funds for the paving of Masconomo Park from \$50,000 to \$80,000. CPC has also funded the search for parcels in Manchester Woods.

Ms. Brown distributed a document entitled “Town Planner Report” in which she gave updates on Surf development, Complete Streets, DPW, Recodification, Town Common, Manchester Woods study and reported on each one. She will be submitting a similar report regularly moving forward.

There being no further business to come before the meeting, and upon motion made by Mr. Mastrogiacomo and seconded by Ms. Fish it was VOTED to adjourn. Adjourned at 9:50 p.m.

Submitted,

Approved by the Board on April 8, 2019

Helene Shaw-Kwasie
Secretary

Connie Sullivan
Clerk

N.B. These minutes are not verbatim. They are the secretary’s interpretation of what took place at the meeting.

Documents submitted at February 11, 2019 Planning Board Meeting
Manchester Western Woods Study, Fall 2018
Town Planner Report – 2019 02 11
Minutes – January 14, 2019
Manchester Memorial Elementary School Design Development Phase 2019 02 06
Manchester Master Plan Draft November 28, 2019 with Delisio Comments
MMES Architectural Narrative