



MANCHESTER-BY-THE-SEA

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

February 26, 2019

6:30 p.m.

Town Hall, Room 5

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

MEMBERS ABSENT: Mr. Steinert

STAFF PRESENT: Town Administrator, Mr. Federspiel, BOS Clerk, Ms. Hunter

GUESTS:

PRESS:

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

Review Proposed FY 20 Budget:

Changes from the preliminary budget proposal include:

1. Selectmen salaries increase \$18K
2. Increased Assessor Mapping +\$3K
3. Treasurer/Collector salaries (\$18K)
4. Town Clerk salaries + \$17,885
5. Appeal Board salaries (\$6,418)
6. Reduced Pension by (\$19,684)
7. Reduced Health Insurance by (\$50K)
8. Animal Control expenses (\$3,185)
9. Historic District salaries (\$2,910)
10. DPW/Sanitation Pay-as-you-Throw Bags by + \$15K
11. Reduced MERSD Budget by (\$70,358)
12. MERSD Debt Service Assessment + \$1,627,405
13. Essex North Shore Agricultural & Technical School increased by + \$50,159
14. Capital – Land Use Open Space/Rec Plan Revision (\$25,000)

Mr. Boling asked if the Open Space Committee was aware the funding would not be available this FY? Mr. Federspiel stated he believed the Committee was aware, however he would confirm.

15. Capital – Assessors Upgrade permit software & related expenses + \$33,500
Ms. Jaques asked why the upgrade was necessary. Mr. Federspiel stated the vendor was no longer supporting their software, they have been a good partner with the Town and the move to cloud-based programming is becoming very common.

16. Capital – Police Cruiser/Motorcycle + \$4,200
Mr. Federspiel stated the new cruiser would be a plug-in hybrid electric. He believes grant funds will be available for the upgrade.

17. Capital – Harbor Dredging Phase 2 + \$55K
The increase in costs will cover the engineering phase of Phase 2 Dredging with 100% of the costs coming from waterway fees.

18. Capital – Water Pipe Replacement + \$1,130,000
Mr. Federspiel stated the timeline for pipe improvements has been moved up, however, the work proposed was already scheduled to take place over 5 years. Ms. Jaques asked why there was push back from the Finance Committee? Mr. Federspiel replied the Committee would like to review the investment with an eye to its impact on the 5 Year Capital Plan. The Committee reviewed the water pipe project and discussed improved water flow to the eastern part of Town.

The Finance Committee is also discussing Stabilization account Article and the contribution of \$100K to that account. The Committee has not finalized their recommendation and will likely complete that discussion at their next meeting.

19. Capital – Sewer I/I work plant upgrades – no change

20. Capital – Sewer I/I work, pipes – no change

21. Add article for electronic voting \$45K

22. Add article for 375th Anniversary \$10K

Ms. Beckmann suggested framing up comments around the MERSD budget and why the budget was reduced by \$65K. Ms. Driscoll stated she thought the District would take the lead. This will be confirmed.

Ms. Jaques asked why the Planning Board salaries had increased significantly from 2017? Mr. Federspiel stated Town Planner's hours had increased slightly and the Affordable Housing Trust was billed for up to 10 hours a week for the Town Planner's work on the Trusts behalf and those funds are reflected in the budget.

Ms. Jaques asked what amount of the Legal Services budget line was designated for Planning Board and Zoning Board of Appeals? Mr. Federspiel stated it was the practice for the applicant to pay legal fees where appropriate and he anticipated \$6,500.00 was in the budget for the PB and ZBA. He stated the Finance Committee is interested in having Legal Services line item further defined and that would be developed in the next

budget. Ms. Jaques asked how those funds were accessed? Mr. Federspiel replied through the Town Planner and Town Administrator.

Ms. Jaques also asked about the Capital expenditure of \$50K for consultant to review and update Town Zoning By-laws. Mr. Federspiel replied the Consultant will be working with the Planning Board directly.

There were no further questions. Ms. Beckman stated the Board will vote on the Budget without the Water Pipe Improvement allocation pending the recommendation of the Finance Committee.

Ms. Beckman asked for a motion to accept the FY 20 Budget. Holding Water Capital, MERSD (Ms. Driscoll will abstain) and the Library (Mr. Boling will abstain).

Ms. Jaques moved to accept the budget excluding MERSD, Library and Water Capital, Ms. Driscoll seconded the motion. The motion passed unanimously.

Mr. Boling moved to approve funding in the amount of \$152,731.00 for Essex North Shore Agricultural & Technical School, Ms. Jaques seconded the motion. The motion passed unanimously.

Mr. Boling moved to approve funding in the amount of \$14,668,257.00 for MERSD, Ms. Jaques seconded the motion. The motion passed with Ms. Driscoll abstaining.

Mr. Boling moved to approve funding in the amount of \$2,994,868.00 for MERSD debt, Ms. Jaques seconded the motion. The motion passed with Ms. Driscoll abstaining.

Ms. Jaques moved to approve funding in the amount of \$488,810.00 for the Library, Ms. Jaques seconded the motion. The motion passed with Mr. Boling abstaining.

Mr. Federspiel stated on Monday the Board will finalize their recommendations on the Budget and will discuss the Warrant Articles.

Mr. Federspiel discussed the status of the Compost Facility and a possible Warrant Article to support a 20-year lease. The expected cost to develop the site exceed the Grant amount and partnering with a vendor is a possibility for development. However, the project is not yet ready for presentation. The Board recommended holding the Compost Facility Article to the Fall Town Meeting.

The Board briefly discussed the Food Ware and Polystyrene Reduction By-Law Article and were interested in knowing if Mr. Gilbert had a final answer from Crosby's regarding the proposed change. It was unclear if Crosby's had signed off on the change and it was recommended follow up and confirmation be provided.

Citizen's Petition regarding Fluoride – Ms. Driscoll asked if the non-binding really meant non-binding, Mr. Federspiel replied it did. Mr. Boling recommended deferring to the BOH on this Article.

Mr. Federspiel spoke to the Article to repurpose \$275K approved for LED Street Light conversion towards the new HVAC system for Town Hall. The Board had no objection.

CPC funding will be voted at the March 4, 2019 meeting.

Mr. Boling updated the Board on the DIP meeting to discuss Complete Street recommendations. Mr. Boling stated comments from the public were thoughtful and based on observations. Participants had strong opinions on parking, traffic flow and the culture of the community.

Bump outs were not viewed favorably by those present and suggested options for crosswalks included paint and brick in place of bump outs. Parking was discussed, including new parking in front of the Library and the possibility of making Church Street one way in the opposite direction to increase parking and reduce conflicts at the intersection.

Dip opposed the current configuration as recommended but thought the Beach Street Sidewalk and the Washington and Sea St. designs would worthwhile. Mr. Boling concluded by stating in general the discussions were positive and overall it was a helpful conversation.

The Board recommended DIP be encouraged to hold evening meetings. Ms. Beckmann stated Monday will begin the feedback process where the Board will garner input information and once we have all the information we will review and decide.

Ms. Beckmann stated there have been lessons learned about what can be done better in managing projects. Reaching out to neighbors at an early stage, moving on to larger groups and developing working groups prior to expanding to full public involvement allows for a process that builds consensus.

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

Meeting Documents:

- Town Administrator's Briefing Memo
- FY 20 Budget
- FY 20 Budget update sheets

Upcoming BOS Meeting:

- Monday, March 4, 2019
- Thursday, March 21, 2019