



OFFICE OF THE
PLANNING BOARD

TOWN HALL, 10 CENTRAL STREET, MANCHESTER-BY-THE-SEA, MA 01944-1399

Minutes of Planning Board Meeting
March 11, 2019 – Town Hall

Present: Chairman Canny, Members Coons, Delisio, Foley, Mastrogiacomo,
Sullivan

Absent: Ms. Fish (Ms. Fish listened to the audio recording of the meeting)

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

Chairman Canny opened the Public Hearing in accordance with MGL Chapter 40A, Section 11, to consider the application of Manchester-Essex Regional School District for a Special Permit under Sections 6.9, 6.15 and 7.5 of the Zoning By-Law to build an elementary school in the location of the existing school, 43 Lincoln Street, Assessors Map 47, Lot 06, Zoning District G.

There were 20 interested citizens in the audience including School Superintendent Pam Beaudoin, School Building Committee Member Sarah Creighton, Board of Selectmen Muffin Driscoll and Becky Jaques, MERHS Director of Finance and Operations Avi Urbis.

In attendance representing the applicant included Debi McDonald of JCJ Architecture, Jim LA Posta of JCJ Architecture, Brian Paradee of W.T. Rich Co, Dan Solien of Horiuchi Solien, Ken Hodgson of Samiotes Consultants, Civil Engineers and Lan Surveyors, Steve Brown of Dore and Whittier.

Architect Jim LaPosta introduced the plan from an architectural standpoint and described the design of the school. He displayed a plan showing the building which would be two stories on a smaller footprint. He said the construction will be phased. The current school will stay in operation during the construction of the new school. He pointed out the locations of Lincoln Street Summer Street and the existing driveway.

He said the access to the site will be the same as it is currently. Traffic will be improved through additional on-site parking and on-site cueing. Bus traffic and parent traffic will be separated. A new vehicular entrance and exit south of the building will provide additional parking.

Landscape Architect Dan Saliene described the layout of the site. A new vehicular curb cut supports the use of the main parking lot which has 33 parking spaces. Parents will come in and drop off and exit the site. There will be an emergency service driveway that runs around the

building and joins an existing driveway at the football field. There are multiple play areas. There are native plantings and two rain gardens. From the parking areas there are walks that lead to the various entry points, all handicap accessible, in the building. There is handicap parking near the main entrance.

Mr. LaPosta said all the walkways will be the proper pitch for handicap. There will be bike parking. Existing curb cuts to the public streets will remain.

Civil Engineer Ken Hodgson said the proposed school is about 2 ft. higher than existing. Roads are the same elevation. They are reworking the curbs. There is not a large slope, just enough for positive drainage. They will be bringing in fill to fill in the hole where the current basement exists. The new building has no basement.

Mr. Laposta said parents will come in off Lincoln, and stack around the loop for drop off and pick up. The busses will come in the same drive but will stop earlier and exit the way they do now. Traffic pattern off Lincoln will stay the same. Busses will stay the same. Curb cuts will remain the same off Lincoln and Summer. The loop will be wide enough to have a bypass lane. Busses will come in from Lincoln. There are 55 new parking spaces in areas north and south of the building and 44 existing, for a total of 99. A traffic/parking study has been done as part of the feasibility study.

Mr. Hodgson said that because of additional parking there is increase in impervious surface. The site drains to the west and to the north. The roof drains to the north. There will be sedimentation and erosion controls along the north and west and around the existing culvert that is going to be replaced. The overall proposed drainage plan brings some of the water from the building roof through the rain garden and ultimately discharges it to the west. The remainder of the roof runoff goes through an infiltration basin. Ultimately the water from a good part of the roof and some of the area that is adjacent to the infiltration basin and the parking lot is all going to be put into underground storage and detentions with the capability of storing 1,900 cubic feet. It will ultimately be discharged to the north. Some other areas along the emergency access road and the slope in the back of the school building will be treated with water quality units and will be discharged to the north. The significant aspect of this is that the existing site and the proposed site are balanced. There will be about 10,000 sq. ft. impervious overall. The existing site has no infiltration or water quality treatment, it just has catch basins going into pipe that discharge directly out. The net effect is that the new plan decreases the amount of water leaving site for the 2, 10, 25, and 100 year storms and provides better water quality at the same time. There will be a new water line coming off Summer Street splitting for fire and domestic water use. There will be a new hydrant in front of the building and a new hydrant at the north-est end of the building. The sewer will join an existing sewer line and another sewer line will replace an existing sewer line. Gas and electric will come in at the same corridor as the water at the south end of the site.

Responding to Mr. Mastrogiacono who asked what is the delta between infiltration basin and high water, and will it require maintenance, and does the water quality require maintenance, Mr. Hodgson said the delta is in excess of 4 ft., it will reduce the flow of the 2, 10, 25 and 100 year storms, and it will require maintenance, as will the water quality. No work is being done in the

flood plain. Water will ultimately drain into Saw Mill Brook. All the water going into the Brook is treated with water quality units going into the infiltration.

Mr. Hodgson will submit to the Planning Board the Operation & Maintenance Plan which was submitted to the Conservation Commission.

Becky Jaques, Selectman, said the Selectmen have been advised that the culvert will be open. It is not tidal. When it is done there will be less water than ever.

Brian Paradee, W. T. Rich, Construction Manager, presented a plan of traffic flow during construction. He said a loop has been designed to eliminate back up. Trucks will travel to School to Lincoln and then use Norward to enter the back entrance of the job site. The trucks travel through the job site and then exit the Summer Street side to Rte 128. The 13 ft. bridge on Lincoln will pose a conflict for some of the trucks. The parking area in the back will be contractor parking from 6:30- 3:30 s five days a week. He will request work hours from 7:00 to 3:30. That will allow contractors to come in earlier than most of the other traffic.

He said that materials will be stored on the tennis courts (Brook Street). There is an existing paved access road. There is an emergency secondary access route which will be used as the fire lane for the fire prevention plan. The Fire Department is aware of that. The emergency egress will be to code.

There will be trailers near the entrance to the construction site and anyone entering the site will have to top in beforehand to make sure that no unknown person is on the job site.

There are three site configurations, one for each phase. Most of the configuration does not change during the two years of construction. There are primary and secondary egresses for each phase which will be reviewed by the Building Inspector. There is a separate plan for when the old and new buildings are occupied at the same time. All of this is reviewed by the Fire Department.

There will be an Interim Storm Water Pollution Prevention Plan as part of the Order of Conditions from the Conservation Commission. When the new building goes up there will need to be some temporary storm drainage tie-ins. Existing catch basins will be used. There will be erosion control along the perimeter. Everything will drain off the back. There will be erosion control and swales. Everything will filter off to the existing drainage basin in the brook. The existing problem with drainage will be improved when the drain line is improved.

There is a HazMat Plan for the anticipated hazardous material existing on site. The hazardous material will be handled under containment and will be disposed of properly.

The concrete trucks coming from the highway will go School, Lincoln, and then use Norward to enter the back of the job site. Leaving the site, trucks will go Summer, Forest, Mill.

The main contractor parking will be on the athletic field parking. Overflow parking will be at Sweeney Park. An alternate option would be the skate park. If construction is behind schedule it is possible that workers will work during off-hours. It would not be the entire job site. Most of the work is planned to be during regular hours. Some of the contractors car pool to the site. He anticipates 50 to 75 cars during construction.

Superintendent Beaudoin said that school games which previously started at 3:00 will have to be adjust for the construction vehicles. The contractor will obtain a game schedule and parking will be coordinated. During the summer, when students come home and need resident parking, faculty parking should be available as there will be no faculty on site. There will also be access to the whole front of the building.

Superintendent Beaudoin said students will not have access to the field during the duration of the project. They might ask other schools to allow Manchester to play on their fields. Regarding parking in the winter during snow storms when the blue storm lights are on, she said she will talk with the Town Administrator about what he needs the school to do to accommodate town needs. Parks and Rec will move their entire operation over to the Middle/High School for the summer. There will be meetings where options can be brainstormed and she asked the contractor for contingency plans.

She said she has direct mailed abutters for Sweeney and skate park and there will be specific meetings for them to answer their questions and resolve the issues that pop up along the way.

Mr. Paradee said the school does Cori checks on the contractors. A sticker on the contractor's hardhat says they have been to safety orientation and have been Cori checked.

Ms. Beaudoin said students, teachers, everyone will go in and out the front of the building.

Steve Brown said he would notify all subcontractors that they have to have their deliveries in at a certain time. Everyone who has a delivery to the job site must communicate with him. There is a time slot for every subcontractor.

Regarding the brand of Water Quality Units that will be installed, Peer Reviewer Bill Jones of Linden Engineering who also is the Peer Reviewer for the Conservation Commission, said that under the Order of Conditions, the contractor either has to specify three designs or specify the design criteria and they have to go back to the ConCom to identify the unit they are going to use so that ConCom can verify that it meets the criteria in the Condition. The O&M Plan would have to be updated with the name of the manufacturer. They do not want to see generic long term because that is when the parts get broken by the people doing the maintenance.

Chairman Canny entered into the record a memorandum dated March 10, 2019 from Interim Fire Chief Albert Beardsley. Chief Beardsley summarized his Memorandum which is attached to and made a part of these minutes

With regard to roadway width and turning radii and access for the vehicles, he said the Ladder truck is 45 feet long and weighs 90,000 lbs. The road surface needs to be able to support that load.

Mr. Beardsley said there have been discussions about locks on the construction site gates after hours which is where the problems would be expected.

Mr. Jones said he will have many questions about the details in the phases; storm water, parking and access in each phase; making sure that the total project works. The difficulty here is the phasing. He said that as of this evening he does not have everything he needs. He needs a hard copy of the Stormwater Management Plan, a full set of plans and whatever was filed with the Conservation Commission. He requested a meeting with Town Planner Brown and Conservation Administrator Bertoni.

Ms. Brown will ask the engineer to provide four hard copy sets and an electronic set of the hard plans that he gave Mr. Jones.

Mr. Jones will have a report ready for the Planning Board on April 2. The Design Team will have to come back with a resolution to any problems Mr. Jones finds.

Because the site is in the Watershed Overlay Protection District, the applicant will file an application for Determination under Section 4.9.5.1(p). Mr. Jones said the plans submitted with the application will need to reflect that aspect of the by-law.

Upon motion made by Mrs. Sullivan and seconded by Mrs. Delisio, it was VOTED to continue the Public Hearing to 7:00 p.m. on April 8, 2019.

Special Permit Decision

Mr. Urbis will ask the school attorney to write the Special Permit Decision.

Peer Review Proposal – Linden Engineering

Mr. Canny said that a proposal has been made to Mr. Jones to serve as Peer Review for the Planning Board aspects of the project, the public hearing issues are Site Plan Review, Storm Water and Special Permit.

Regarding how the Peer Reviewer is chosen, Mr. Canny said there are several firms that the Town works with regularly, the Planning Board has had extensive experience with Linden Engineering as Peer Reviewer for Special Permits during the last ten years. Linden understands our purview and it seemed a natural request to get a proposal from Linden. In this case there was no RFP because, inasmuch as Mr. Jones is the Peer Reviewer for the Conservation Commission, having him do the same for the Planning Board was the most cost effective.

Mr. Jones said Linden consists of Dick Cutts and himself. He said he has been involved with this site in the past as Linden did the Peer Review for Conservation Commission when the tennis courts were proposed about ten years ago. He is familiar with the site. He did the Surf Village special permit. He did summer Street when it was a 40B. He did Elm Street subdivision.

He said he tries not to work directly with the applicant's engineer as his job is to make suggestions. He can tell people what he believes would meet the regulations but at the end of the day, it is up to the Planning Board. It is not up to him.

Upon motion made by Mrs. Delisio and seconded by Mrs. Foley, it was unanimously VOTED to request that the Manchester Essex Regional School District submit a check in the amount of \$6,000 for Linden Engineering (\$4,500 with escrow cushion of \$1,500) to be held in escrow for the purpose of payment of Peer Review services rendered by Linden Engineering for the Manchester Memorial Elementary School project.

Master Plan Update

Mr. Charles Furlong, Ocean Street, said he had been concerned when he heard that Ocean Street was going to be partially closed. Mr. Canny said that the only relevance to Ocean Street was that it was mentioned in a draft version of the Master Plan. It was later taken out of the revised Master Plan.

Planner and Board Responsibilities discussion with Town Administrator

Town Planner Brown submitted a revised copy of her job description. Town Administrator Federspiel discussed the Town Planner's job description, her responsibilities to others than the Planning Board, the funding of her job, and the allocation of funds for salaries.

Suggestions to improve communication and coordination included Planners Reports to be included in meeting packets, regular multi-board meetings, stronger connections between the various committees and the Board, and an annual PB and TP goal setting meeting/retreat. Ideas to assist Board Members included an Initiation Guide for new members and Agenda Briefings that provide background and/or instructions on the various agenda items.

Complete Streets

Town Planner Brown said there will be a working meeting when the engineer is available to get recommendations on that design to give the Board of Selectmen.

Mrs. Delisio there has been no communication about the yellow street signs and flashing lights that were installed. Mr. Federspiel said that the Voters had approved the expense at Town

Meeting from the Complete Streets documents which were adopted by Board of Selectmen and the DPW had chosen the fixtures.

Town Meeting Warrant Article to authorize the BOS to acquire by gift a parcel of land located at 0 Magnolia Avenue (Corner of Magnolia Ave and Over ledge Rd), from House of Seven Gables to the Town under the care and control of the Conservation Commission, Brown

Ms. Brown said this is a gift to the Town from the Seven Gables Museum. All of it is within the a wetlands resource area. At the next meeting, Ms. Brown will submit a Site Plan or Deed. She will draft a report to Town Meeting on the matter for Planning Board review.

Minutes

It was the consensus of the Board to defer the Minutes of January 28, 2019; February 4 PB at BOS MT; February 11; February 25, 2019 to March 25, 2019, and that any comment on the Master Plan Subcommittee Minutes of February 14 and March 7 be deferred as well.

There being no further business to come before the meeting, and upon motion made by Mr. Coons and seconded by Mrs. Sullivan, it was VOTED to adjourn. Adjourned at 10:22 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.

List of Documents Received for use at this meeting:

Plans of the Manchester Memorial Elementary School project.

Memorandum submitted by Interim Fire Chief Beardsley (attached hereto)

Town Planner Job Description

**Manchester Fire
Department**

Memo

To: Sue Brown
From: Albert Beardsley
cc: Captain Tod Biggar
FF/PM Andrew Herendeen
File
Date: March 10, 2019
Re: Memorial School Proposed Building Plan Questions

Sue, I've reviewed the building plans for the new Memorial School and have some questions for the Team.

1. Hydrant proposed to be removed in Phase III.
 - a. I realize this phase is a long way off, but I want to go on record now about my concerns. I've gone out and looked at the site where the current hydrant is located, and I'm concerned about this hydrant being removed. While this hydrant appears to have been established for that access road it also serves as an important part of the overall fire protection along that section of Summer Street. I'm concerned that removal of this hydrant will severely impact how it protects the residences along that stretch. I strongly recommend DPW Director Chuck Dam be brought on board concerning its removal.
2. Standpipe devices and locations:
 - a. Roof top firefighting devices.
 - i. I could not locate any kind of Fire Department standpipe connect on the flat-roof area in the A building wing. This is an area where I'm assuming HVAC equipment will be located and to have quick firefighting access standpipe is necessary.
 - b. Hallways and staircase Fire Department connections.
 - i. The Fire Department is asking for cabinets be installed in the staircase on each level of the A building structure as well in the hallways in the B and

C buildings. Each cabinet would have a single-gate valve with 2 ½" male threads.

3. Fire Department Connection (FDC):
 - a. The plans show one FDC at the main entrance. I would like an additional FDC on an opposite side of either the B or C buildings. This would provide the Fire Department with a level of redundancy in the event the FDC at the front of the entrance were inaccessible.
 - b. All FDC's are to be on 4" Storz fittings to coincide with current Fire Department large diameter hose fittings.
4. Fire Alarm System:
 - a. On the plans I see a cabinet in the entry-way on the main entrance. Due to the proposed public use of the building after hours it's important we have a remote annunciator positioned at the main public entry point. The remote should be addressable and carry all the function the main panel performs. (I.E. – fire drill, silence, reset)
 - b. I see in the plans is the indication of a Remote Fire Panel, but I don't see where that might be found.
 - c. The addressing of alarm locations should be set up by wing and floor for fire, dampers and sprinklers. We need the system to allow us to isolate an activation as quickly as possible.
5. Fire Sprinkler System:
 - a. When the time comes the Fire Department is requesting the flow switches be adjusted to account for local water pressure drops to avoid accidental alarm activations.
 - b. A means by which we can manually shut-down/isolate a riser by wing or section. In doing if there were a failed head or leak, we would have the ability to shut-down that section without shutting off the entire sprinkler system.
6. Exterior Doors Identification:
 - a. Something to consider for each building as it comes on line but identification of each exterior door to identify by Building (A, B, or C) and door designation number.
7. Gym Entrance:
 - a. I think I know by the plans but where there's no formal notation, where is it?
8. Continuation of the current fire alarm system as work progresses.
 - a. As discussed at a recent meeting we need to make sure the current fire alarm system stays hooked up and as buildings come on line, the new building is shown on the panel.
9. Bi-directional Antenna for Public Safety Radios:
 - a. Please make sure we are contacted for testing as these antennas come on line and that the proper frequencies are programmed. PD and FD have different frequencies and are different bands. The Fire Department is on VHF and the police are on UHF.

I realize some of my questions are probably some time off in the building process but in my experience with such projects if we don't put our concerns out now, we're likely to suffer later. I request the Fire Department be continually kept in the loop as construction progresses and any questions be immediately forwarded to the Fire Department for appropriate action.