

Manchester-By-The-Sea
Meeting Notes

Board/Committee: Downtown Improvement Project Committee
Day & Date: Tuesday, April 19, 2022
Time: 8:30 am
Location: Virtual

Meeting was called to order at 8:34

In attendance were members Steve Carhart, Gordon Brewster, Kurt Svetka, Marlene Dolan, Gar Morse & Linda Crosby. Also in attendance were Sue Brown (Town Planner) Chris Olney (Planning Board) Olivia Perez-O'Dess (Cape Ann Chamber of Commerce), Ben Rossi (ex-officio), and Nate Desrosiers (DPW)

1. Minutes from 3/15/2021 Meeting were approved
2. Organizational issues
 - A complaint was filed by a former Downtown Improvement Committee member that the committee had violated the open meeting law. The complaint was in reference to work being done outside of the committee to ready a parking survey for the downtown businesses, residents, government offices and non-profits. This work outside of the team has been documented in meeting minutes and discussed at meetings since December of 2021. Steve Carhart, Chair, reviewed the complaint and consulted with the Town and together they determined that no violation had been committed.
 - To formalize the process for allowing work to be done outside of the committee for the purpose of preparing details of committee programs for review, deliberation and action of the committee, Steve Carhart drafted a motion for the committee to review and vote upon.
 - A vote was taken by the committee, and all voted in to approve the motion. The motion will be submitted to Dianne Bucco, Town Clerk. The motion, in full:

Regarding the complaint which has been filed regarding alleged noncompliance by this Committee with the Open Meetings Law, the Committee considers that it has not been in violation of that law. In addition, the Committee formally articulates the following policy which it has followed regarding its compliance with said law.

- *Meetings of the full committee with authority to vote on resolutions will conform in all respects to the law's requirements regarding posting, public access, minutes, and other provisions.*
 - *Groups smaller than a quorum may meet between the meetings of the Committee to develop details of Committee programs for presentation, review, deliberation, and action by the full Committee.*
 - *Such groups do not have authority to speak or act on behalf of the Committee. This authority is reserved for the Committee as a whole in its public meetings.*
3. DPW Update (Nate Derosiers)-Normal Spring clean-up is in process and the Town is moving ahead with the VHB contract.
 4. Town Planning Update (Rapid Recovery Planning Report, LCD status, etc.) (Sue Brown)-Sue reminded the committee that the proposed MBTA zoning legislation on densities is not a radical change from what exists today in MBTS. The 40B initiative is planning to conclude public meetings by mid to late June. A process is underway to secure a new forester for the Western woods. The search is in process.
 5. Proposed parking survey (vote to approve) DIP Engagement with Downtown Business (Marlene Dolan, Linda Crosby)
 - Linda and Marlene have been working with Sue Brown on a parking study which would complement the MAPC study. The DIP's parking survey will match the scope of the MAPC survey area and will gain input

from business owners, property owners, government, non-profits and residents in the geographical scope.

- The goal of the study is to identify current parking challenges.
- Working in concert with Sue Brown and the MAPC study, recommendations will be drafted and brought to the BOS and from there to police, DPW, and other key Town Leaders who may be identified as helping to implement any recommendations.
- Without objection, the committee voted to move forward with the survey

6. Public rest room project (Gar Morse)

- a. Gar is in active discussions with downtown merchants and Town Hall. The Town's general guidance is that we would not operate a free-standing public restroom. The proposed plan is to secure two businesses in the downtown area that will agree to opening their restrooms to the public and who will in turn be compensated by the Town. The Town Hall's restroom has already been secured as the third location for public facilities.

7. Launch of VHB study for DIP Phase 2, (DPW, Steve Carhart, Gordon Brewster, Kurt Svetaka)

- a. Kurt reported that VHB seemed to be a professional group that, during the site walk, has already picked on several things that can be tied into the plan. VHB has asked to meet with the DIP to discuss a proposal that they are drafting now. A special meeting will be held with VHB, DIP and posted for the public to attend. Olivia Perez-O'Dess (Cape Ann Chamber of Commerce) will inform local MBTS businesses about the upcoming special meeting in the event that any of them would like to attend.

8. New Business-None

9. Date for next two meeting- Wednesday, May 18 at 8:30 am

10. Meeting Adjourned at 9:30 am

Respectfully Submitted,

Steve Carhart, Chair

Marlene Dolan