



MANCHESTER-BY-THE-SEA

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

May 1, 2019

6:30 p.m.

Town Hall, Room 5

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

MEMBERS ABSENT: Ms. Jaques

STAFF PRESENT: Town Administrator, Mr. Federspiel, BOS Clerk, Ms. Hunter, BOS/TA Executive Assistant, Ms. Nathan, Town Clerk, Harbormaster Pike and Town Planner, Ms. Brown

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 requested a moment of silence in the memory of Carolyn Hardwick Mary Hardwick's mother who passed on May 1, 2019.

Ms. Beckmann asked if there were any comments or statements for the Board not on the agenda.

Mr. Coyne, 115 Beach Street – asked if the Board had received his hand-delivered letter to the Board on April 16, 2019. Mr. Smith delivered the letter on Mr. Coyne's behalf; Mr. Coyne was on vacation. The Board indicated the Minutes for April 16, 2019 would reflect receipt of the letter. Ms. Beckmann stated there had been several letters delivered shortly before the April 16, 2019 meeting. The letters had been entered into the meeting file as additional materials; read and reviewed by Board members and Town Administrator.

1. HAC Recommendations – Sand Dollar Cove Management

The Harbor Advisory Committee recommended the following:

- Do not restrict anchoring.
- Extend the no-wake zone from Ram Island across the West end of Area 7 mooring field to the shoreline at Harbor Street.

- Assign a police officer to the harbormaster boat patrolling Sand Dollar Cove on the good weather weekend days.

Ms. Driscoll asked how the Harbormaster planned to record boating activity during the upcoming summer. Mr. Pike stated the patrolling boats would maintain a log of interactions with boaters throughout the season. The enforcement plan includes education, presence and when necessary written tickets for repeat offenders, all interactions will be recorded.

Primary issues anticipated by the Harbormaster are violations of the no wake zone, lack of safety equipment and over-loading of boats. The 2019 Summer Plan calls for increased presence on warm sunny days. Mr. Steinert asked if there would be 3 boats patrolling the area. Mr. Pike replied there would be 2 boats on most days and the pump out boat (the 3rd boat) may be pressed into service on especially busy days. The pump out boat is funded through a grant which limits its use, however, the pump out boat is occasionally used for patrolling.

Mr. Steinert indicated there are 2 areas of concern Sand Dollar Cove and Kettle Cove and while the Police Boat is patrolling Sand Dollar Cove what will happen if there is an incident at Kettle Cove. Harbormaster Pike stated an incident at Kettle Cove can be managed with the Harbormaster's boat at the eastern end of the beach where the water is knee high.

Mr. Federspiel stated the 3 recommendations from the Harbor Advisory Committee may not be enough to manage the boating traffic in the future. The safe capacity may be reached, and the Town may need to consider limiting the number of boats for 2020 with the addition of a day-use sticker program for out of Town boaters. This would also provide an additional revenue stream.

Ms. Beckmann stated the objective of the upcoming season is to gather data, review the data and define strategic steps to take in the future. That planning will begin in the fall of 2019.

Mr. Coyne, 115 Beach Street – stated there had been 3 meetings with the HAC and the community. The boating community believes the number of boaters is fewer than estimated. A group will document the number with a drone fly over this summer. Mr. Coyne also stated for the past 5-6 years there have been no incidents or medical emergencies at Sand Dollar Cove it is primarily families. He also believes Manchester has a reputation for being a strict community and other boaters respect that and act accordingly.

Steve Gang, 46 Norwood Ave. Chairman Conservation Commission stated there is a sub-committee undertaking a review of possible additions to Conservation Commission regulations to include eelgrass protection.

Harbormaster Pike has a trip planned with the State Representative of EPA. They will be viewing Long Beach with a diver and camera to document and benchmark eelgrass beds for future protection.

Ms. Driscoll moved to Extend the no-wake zone from Ram Island across the West end of Area 7 mooring field to the shoreline at Boardman Avenue; Mr. Steinert seconded the motion. The motion passed unanimously.

2. Town Common Design Update

The three-dimensional sketch provided in the Board's packet highlighted the following for the Town Common design:

- ✓ More green space
- ✓ Reduction of concrete paths
- ✓ ADA ramp access to Town Hall and Police Department
- ✓ Connection between Police Department entrance and Town Hall
- ✓ The number of trees currently in the Common will remain the same – with replacement of unhealthy trees
- ✓ Design incorporating the new War Memorial Design

Ms. Driscoll asked if there would be additional benches around the fountain. Mr. Federspiel indicated there would be.

Mr. Steinert asked if the Common area would be suitable if the Town Offices were moved and the Town Hall commercially developed? The common area will be suitable for multi-use developments that may occur in the future.

Mr. Boling stated the modest changes were in keeping with the character of Town Hall. He especially liked the linking of the entrance of the Police Department to Town Hall and the ADA handicap accessibility in the front of the building. Mr. Boling stated the redesign was a reasonable conservative approach and improvement.

Ms. Beckmann was pleased with the incorporation of the new War Memorial. The Board concluded that with this information The Town Common Design was approved to proceed.

3. Rental Housing Certification Program Concept

Ms. Lori MacCausland requested the Board pursue a new program for certifying rental properties to assure all rental properties are meeting basic legal standards. Ms. MacCausland provided an example of the Certification Program from Provincetown. Provincetown has implemented the program and the program has been successful as a proactive program for tenants.

Mr. Boling believes the total number of rental properties in Town is close to 30% of the housing market and implementing a Certificate Program would not be a small effort. Ms. Driscoll agreed with Mr. Boling stating a significant amount of effort, conversations and small group sessions would be required.

Ms. Beckmann asked Mr. Federspiel how many complaints the Town received annually around rental housing issues and how were they handled. Mr. Federspiel replied there were likely 2 complaints a year and all complaints were referred to the BOH and the

Building Inspector. Ms. Driscoll stated this did not appear to be an issue that raises to putting additional regulations in place.

Ms. MacCausland stated she had an additional concern for children in apartments who may be impacted by poor conditions. The poor conditions might appear in school and result in learning issues. Ms. Beckmann stated the BOH and other departments are in the community to address the issues. It is the consensus of the Board that we are not interested in moving forward at this time.

4. Water Department – Review Request for Billing Change

Ms. Paula Filias, 1 Wood Hollow Rd, owner of apartment buildings on Desmond Avenue came before the Board to discuss the impact of tiered water billing on her property. The buildings she and her family own are older and there is one water meter for multiple units. The new water rates have increased their quarterly bills by \$2K.

Estimates from plumbing contractors to resolve the issue by adding multiple meters and water tanks to the properties have come in at \$200K plus and would impact tenants for weeks if not longer. Changing the configuration of the apartments to allow for multiple water meters and tanks is simply not possible. Ms. Filias is requesting a waiver.

Ms. Driscoll stated there must be a logical way to figure this out. Mr. Boling indicated he is sensitive to the request and understands the change in rates has disproportionately impacted buildings with multiple units and one water meter. He suggests the Board consider a waiver using the mechanics set up for Summer Hill. Ms. Beckmann stated she is inclined to pursue the waiver. Mr. Boling stated the waiver agreement is an informal agreement with the Board and the current Board cannot bind future Boards.

5. Manchester Coastal Stream Team Committee Interview – Deb Fraize

Ms. Fraize indicated she had been volunteering with the Coastal Stream Team for the past year and she would like to continue serving the community on the Committee. Ms. Fraize stated she has a master's in marine policy and is the Associate Director of New England Biolabs Foundation. Ms. Fraize currently serves as on the Council on Aging.

Ms. Driscoll moved to appoint Ms. Fraize to the Manchester Coastal Stream Team Committee; Mr. Steinert seconded the motion. The motion passed unanimously.

6. Consent Agenda

- Cub Scout Pack 30 – Singing Beach Overnight
- Adele Quincy Ervin Citizenship Award

Mr. Boling will represent the Board and present the Adele Quincy Ervin Citizenship Award.

Mr. Boling moved to approve the Consent Agenda; Ms. Driscoll seconded the motion. The motion passed unanimously.

7. Correspondence –

- Letter from First Parish Church re: Water Shut Off on Good Friday

- Comcast Annual Report FY 18
- Letter From Arbor Day Foundation Re: 2018 Tree City USA Recognition
- Letters from Loomis and Nahatis Re: Complete Streets

Ms. Beckmann stated she would like to see a process in place for replying to people, acknowledging receipt of their letters and responding to questions.

8. Town Administrator's Report

- Overlay Surplus: The Assessor has formally certified that \$125K in unused "overlay" funds (dollars set aside for tax abatements) is available for next year's operating budget. This is what was anticipated.
- Construction update: sidewalk on School Street will be repaired, Ocean Street will be repaved, new piles for the expanded dock at Reed Park will be installed and revetment at Singing Beach will be started.
- Staff Lunch at noon, First Parish Chapel – staff will hear from health insurance liaison, be introduced to HR consultant, learn about a new self-directed diabetes prevention program and be asked to complete a new employee satisfaction survey.
- Elections are set for May 21, 2019 early voting is now available.
- 40 R Study Group, is being formed by the Planning Board a member from the BOS would be helpful.
- Flags – The Board has previously decided on this issue. The discussion will be reintroduced and further discussed at a future Board meeting.

9. Other matters, as may not have been reasonably anticipated by the Chair (discussion only.)

10. Board voice vote: Ms. Beckmann yes, Mr. Steinert yes, Mr. Boling yes and Ms. Driscoll yes to move into Executive Session to discuss possible real estate transaction and contract negotiations with Town Administrator.

Meeting Documents:

- Manchester Coastal Stream Team Committee Application, Ms. Fraize
- Town Administrator's Report
- Correspondence as Listed
- Consent Agenda as Listed
- MERHS Selectmen's Citizenship Award
- Town Common Design Update
- Water Department Review for Billing Change
- Proposed Rental Housing Certificate Program

Upcoming BOS Meetings:

- May 20, 2019 Executive Session at 6:00 p.m. – Open Meeting at 6:30 p.m.
- June 10, 2019 – Open Meeting
- June 24, 2019 – Open Meeting

