



Office of The
PLANNING BOARD
Town Hall, 10 Central Street, Manchester-by-the-Sea, MA 01944-1399

Minutes of Planning Board Meeting
May 11, 2020 – 6 p.m. Virtually

Dial-in number (US): (425) 535-9843

Access code: 329-392-749#

Online meeting ID: communications2

Join the online meeting: <https://join.startmeeting.com/communications2>

Present: Chairman Ron Mastrogiacomo; Members Loren Coons, Christine Delisio, Mary Foley, Andrea Fish, Chris Olney, Gary Russell

Call to Order.

Chairman Mastrogiacomo called the meeting to order at 6 p.m.

Acknowledge receipt of correspondence and discussion.

Chairman Mastrogiacomo acknowledged receipt of correspondence and read the following into the record:

- Petition Letter re Zoning Recodification Use Table from 14 residents
- Email from Lorraine Iovanni, April 22, 2020
- Email chain from Nina Gadmer

Allow public comments on items not on the agenda with a limited time.

Rev. Wendy Dixon, 295 Summer Street, commented on Use Table E.16.

Mr. Scott Bergeron, 301 Summer Street, commented on E.16.

Mr. Mastrogiacomo responded that the Item re E.16 is on the agenda for the next Recodification meeting. The Board has had no discussion on this. They are trying to determine the next date.

Updates, Reports, Administrative, Affordable Housing, CPC Report, Master Plan Updates, New Business

Pandemic Impacts on Planning, Discussion, Russell

Mr. Russell submitted his memorandum on Pandemic Impacts on Planning which discusses how the Pandemic is causing people to think about how the world has shifted, how we do business, how the situation could impact the work we do in MBTS.

Mmes. Fish and Delisio said they thought the memorandum was insightful. Mr. Olney said he thought it was a great piece and should be kept as a perspective.

Ms. Fish said Manchester-by-the-Sea has been very lightly affected and she wonders if that is due to the fact that the town is not densely populated, and if it is important to maintain that in the future.

Managing the Web Page, Foley

Mrs. Foley said it is her opinion that the Planning Board should control and discuss what goes on the Web Page, including links for documents.

Town Planner Brown said the Web Page is updated by a staff member and she will ask that it be done. Mr. Olney suggested that Mrs. Foley take the lead. Mr. Mastrogiacomo said it should be a collaborative effort. Mrs. Foley will put a proposal together and the Board will decide on the Web Page. She volunteered to work with the communications person.

Town Planner Report, Sue Brown

Ms. Brown submits her report at the first meeting of the month.

Items not on the Agenda

Mrs. Delisio said she is concerned about there not being a budget and there not being a parking study. Mr. Olney said the study would not generate accurate information right now. It wouldn't make any sense until things get back to normal.

Mrs. Delisio wants to be part of the conversations regarding Wastewater including what the capacity is and how much capacity is left.

Ms. Fish said the Board should have representation on the Wastewater Treatment Study discussions. Ms. Brown said the purpose of the study is to see if there is an opportunity to move the plant from the present location to another location. Can we combine with Southern Essex Sewer or build another plant. What are the options?

Mrs. Foley asked what the scope for MAPC Open Space Plan is. Ms. Brown said Ms. Mary Reilly is the Project Manager, was the author of the existing Plan and she is getting together a steering committee. Ms. Reilly would be happy to have a member of the Planning Board. The recommendations were brought into the Master Plan. The Planning Board does not need to approve the Open Space Plan.

Mrs. Foley wants to look at ADA.

Regarding the recommended time and procedure to get the Housing Production Plan, Ms. Brown said the Housing Production Plan is approved by the State for five years and doing a Plan update costs \$8,500. She requested funds from the CPC in support of affordable housing and Town Meeting will vote on this in June.

Mr. Mastrogiacomo requested that if Board members have questions, they should go through the Board, especially for items that are on the agenda.

Discussion of Zoning By-Law Section 6.11, Delisio

Mrs. Delisio asked how the Board should proceed with this in its planning. She does not think there has been a lot of record keeping about this. She said Section 6.11 said 200 units, 5 per year.

Ms. Brown said Section 6.11 was adopted in 1989 to establish time for the town to assure it has wastewater capacity for typical growth. In 1997 the town Wastewater Treatment plant was rebuilt, but the by-law was not repealed. Within 10 years the pipes began to fail. In 2013 the DEP issued a consent order to address Inflow and Infiltration (I and I). In 2015 there was a Comprehensive Waste Water Management Plan. The DEP has agreed to remove the Consent Order and confirm that the town has adequate capacity. The Town estimates there is capacity for about 50% more units than there are in town.

Mrs. Delisio said we need a clear understanding of what our capacity is.

Ms. Brown said the Town kept records for some time and records have been recreated.

Mrs. Delisio 153 of the 200 have been granted for 220 gallons a day.

Discussing of Online Permitting, Delisio

Mrs. Delisio suggested that Land Use permits be included in the online files with DPW and Building Department permits. A majority of the Board agreed.

Ms. Brown has received examples from other towns. The town appears to be fully supportive.

Mr. Mastrogiacomo suggested that the Town set up a drop box for Board members to use. Ms. Brown said she has been working on that.

Discussion of General Bylaws Art. VII Planning Board, Delisio

Ms. Delisio wants language added so that it is no longer blank. Ms. Fish disagreed.

Recodification Discussion, Foley

Members discussed the Scope of Work. Mrs. Foley said it is her opinion that it is important that the Planning Board remain focused on the Scope. To go outside the scope compromises the Board's efforts.

- Category 1/Category 2 Bylaws. Category 1: Renumber and relocate.
- Category 2: Changes to bring by-laws into legal conformity.

Four members expressed that they were in favor of staying within the scope of the work. Ms. Delisio wants to reign in the scope.

Mr. Russell said it is his opinion that the Board should not limit its scope of work. He said we need the consultant to help us understand. We have to take it out into the community and explain carefully to the community. Now is not the time to cut back on our work.

Mr. Mastrogiacomo said the Board should take the advice of our professional consultant. Any changes will be vetted by the Board and workshops.

Ms. Brown said the Board is on the last section of its initial review. The consultant is willing to see it through.

Mr. Russell said the scope limits the consultant's work but not the Board's discussion. If there are topics that come up the Board should discuss them.

Mr. Gary Gilbert, Magnolia Avenue, said he supports Mr. Russell. This is an historic opportunity to discuss everything we can. We should take advantage of the consultant.

Ms. Brown has asked Mr. Bobrowski for a table of contents and will ask for a revised draft.

Approval of Regular Meeting Minutes: March 9, April 13, April 27, 2020

Upon motion made by Mr. Coons and seconded by Mr. Olney by roll call vote with five in favor and two abstentions, it was VOTED to approve the minutes of March 9, 2020.

The minutes of April 13, 2020 were tabled to the next meeting.

Upon motion made by Mr. Coons and seconded by Mr. Olney by roll call vote with all in favor, it was VOTED to approve the minutes of April 27, 2020 as revised.

Approval of Recodification Minutes: March 3, April 21, 2020

Upon motion made by Mr. Coons and seconded by Mr. Olney by roll call vote with 6 members in favor and Mr. Russell abstaining, it was VOTED to approve the Recodification minutes of March 3, 2020.

Upon motion made by Mr. Coons and seconded by Mr. Olney by roll call vote with all members in favor, it was VOTED to approve the Recodification minutes of April 21, 2020.

Next Meeting: June 1 if necessary, June 8 and June 22. (Town Meeting is scheduled for June 22.)

Upon motion made by Mr. Olney and seconded by Ms. Fish, it was VOTED to adjourn.
Adjourned at 8:15 p.m.

Submitted, Approved by the Board on June 1, 2020

Helene Shaw-Kwasie Mary Foley
Secretary Clerk

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

Items discussed at meeting:

Minutes: March 9, April 13, April 27

Recodification Minutes: April 21

Pandemic Impacts on Planning by Gary Russell

ZBL Section 6.11

Petition/Letter re Zoning Recodification Use Table from 14 residents

Email from Lorraine Iovanni, April 22, 2020

Email chain from Nina Gadmer