

Manchester-By-The-Sea

Downtown Improvement Project Committee

MEETING NOTES

Day and Date: July 20, 2022

Time: 8:30 am

Location: Virtual

Meeting called to order at 8:37 am

In attendance were members Steve Carhart, Marlene Dolan, Gar Morse, Linda Crosby, Kurt Svetaka

Also in attendance were Jim Brown, Nate Desrosiers (Town Engineer), Olivia Perez-O'Dess (Cape Ann Chamber of Commerce), and Dave McKenna

1. Approve minutes from June 2021 Meeting-
 - Minutes were amended with two items
2. Organizational issues.
 - Jim Brown's appointment at the select committee
 - Steve checked with the town hall to request status of Jim Brown's appointment to the committee. They will get Jim on the agenda for the August 2022 meeting
 - Bob Booth, the new Executive Director of the Manchester Historical Museum would like to contribute to the committee. He has offered to be a source of guidance on the look the historic look and feel of the town. He will become a new regular observer at all meetings.
3. The museum has done a complete study on all historical buildings that they have data on, and they will seek to create a plaque on said buildings as well as a QR code that people can use to get a full history of the building. The vision is that there would be a walking tour of the town.

DPW Update (Chuck Dam or Nate Desrosiers)

 - School Street project underway and going very well
 - Central Street culvert-have responded to the third RFI from FEMA.
 - Chapter 91 and the Brick Grant-waterway permit; requires an easement from one of the abutters
 - Catching up on painting, line work, extension to the Pleasant Grove cemetery
4. Developing the next storm water projects, Pine St. field project, Harbor project with Bion
Town Planning Update (Rapid Recovery Planning Report, LCD status, etc.) (Sue Brown)
5. Proposed parking survey (vote to approve) DIP Engagement with Downtown Business (Marlene Dolan, Linda Crosby)
 - Linda Crosby provided an update on the parking study. The report is now being finalized and will be circulated to all members
 - Marlene pulled together all of the data into a draft final report. Linda summarized and provided recommendations
 - Marlene went on the walk with the Town Parking study and commented that it went well.
 - Goal is to pull the DIP parking study together with the Town study to be readied in the fall
 - Linda highlighted the issues raised on the Town Hall lot

- Not enough spaces, not enough enforcement
6. Public rest room project (Gar Morse)
 - Town Hall restroom
 - Locating a restroom in the central downtown area is still a priority-desire something that is less expensive than a porta potty
 - Steve tasked Gar for a facility that would be suitable. Gar has agreed to do so.
 7. Launch of VHB study for DIP Phase 2, (DPW, Steve Carhart, Gordon Brewster, Kurt Svetaka)
 - Nate advised that the VHB will come to the DIP at the regular August meeting and present the report
 - Revised VHB report end of August; Kurt and Nate will continue to move the VHB work forward
 8. New Business-None
 9. Date for next meeting-August 17, 2022, 8:30am. Focus of agenda will be on the VHB report
 10. Meeting adjourned at 8:30 am

Respectfully Submitted,

Steve Carhart, Chair

Marlene Dolan, Member