



MANCHESTER-BY-THE-SEA

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

August 19, 2019

7:30 p.m.

Town Hall, 5

MEMBERS PRESENT: Chairperson, Mr. Boling, Ms. Driscoll, Mr. Steinert and Mr. Bodmer-Turner.

MEMBERS ABSENT: Ms. Jaques

STAFF PRESENT: Town Administrator, Mr. Federspiel, BOS Clerk, Ms. Hunter, BOS/TA Executive Assistant, Ms. Nathan, Director Council on Aging, Ms. Hammond, Interim Chief Todd Fitzgerald

GUESTS: Collins Center Consultant, Robert Halpin and Essex, Board of Selectmen

PRESS: *Gloucester Times*, Mike Cronin, *Cricket*, Erika Brown

1) Executive Session: Under G.L. c. 30A, Sect. 21 (a) (6) to consider the purchase of real estate.

Mr. Boling called the BOS meeting to order at 6:40 p.m. Stating the meeting was being recorded by Studio 1623 (Cape Ann TV) for later broadcast and by Ms. Hunter for accuracy in minutes. He asked if anyone was recording the minutes to let him know and requested attendees to silence their cell phones.

Mr. Boling asked if there was public comment on items not on the agenda? There were no public comments on items not on the agenda.

Mr. Welsh, 102 and 106 Ocean Street – In March 2018 Mr. Welsh had a significant amount of sand moved onto his property the result of high tides due to storms. He spent \$4K removing the sand from his property. He has spoken to DPW Director, Mr. Dam about the possibility of building up the dunes opposite his property. Mr. Dam indicated he would add the request to his budget for FY 21. In the meantime, Mr. Welsh is requesting the Board intervene and direct the dunes be built up before winter 2019-2020. Mr. Boling stated he would follow up with DPW about the request.

Gary Gilbert, 11 Magnolia Ave. – Came before the Board to request the Town and residents of the Town stop using “Round Up”. Mr. Gilbert understands DPW does not use “Round Up” but he would like there to be a directive to Town residents to also not use the product. Mr. Boling stated the Board could develop an informal policy and the Town Administrator would mention the request in his weekly *Cricket* article.

2) Public Hearing – New Liquor License Dynamic Restaurant Group, LLC, DBA, The Mooring, 25 Union St. & Common Victualler License

Mr. Bodmer-Turner moved to open the Public Hearing regarding Dynamic Restaurant Group's request for a liquor license and a Victualler license; Ms. Driscoll seconded the motion. The motion passed unanimously.

The lawyer representing Dynamic Restaurant Group indicated the restaurant would serve American style cuisine, the bar had been expanded from 8 seats to 16 seats and remodeling of the space is in process. The restaurant will be open from 11:00 – 11:30 a.m. to midnight. Opening date depends on final build out and State approval of their licenses.

Mr. Bodmer-Turner asked Mr. Timothy Rossa if he would be the full-time manager and if he would be leaving his current job to assume that role. Mr. Boling asked Mr. Timothy Rossa what specific hours he would be at the restaurant. Mr. Rossa explained that he would be at the restaurant generally around 4pm through closing. Mr. Rossa stated he was going to be the full-time manager, he would be leaving his current position and he would be working 40 hours in the restaurant. Ms. Driscoll asked if there would be a General Manager on site when Mr. Rossa was not at the restaurant, the lawyer indicated there would be a General Manager yet to be identified.

Mr. Boling stated the Board wants the restaurant to be a successful business in Town and was pleased previous concerns regarding the application were remedied. He appreciates the effort made with the new application. Mr. Boling asked if there were additional questions for evidentiary part of the hearing?

There were no additional questions, however, Mr. Bodmer-Turner expressed concern about the General Manager and would like to know once the restaurant is open who is on site.

Ms. Driscoll moved to close the evidentiary part of the Public Hearing regarding Dynamic Restaurant Group's request for a liquor license and a Victualler license; Mr. Steinert seconded the motion. The motion passed unanimously.

Ms. Driscoll moved to approve the liquor license and Victualler license for Dynamic Restaurant Group; Mr. Steinert seconded the motion. The motion passed unanimously.

3) Interview Seaside One Committee – Jeff Parker

Mr. Parker stated Seaside Committee has a new member every 40 years and he is interested in joining the Committee. Mr. Parker has served on the Historic Museum Board and in his position on the Seaside One Committee he would act as a liaison between the Museum, Seaside One and the Town. The Town will be funding the annual maintenance costs of between \$10K - \$15K. He went onto say Seaside One is a gem of a building and well maintained. He looks forward to being part of the Town's effort to continue the tradition of Seaside One.

The Board thanked Mr. Parker for his interest and commitment to the community.

Ms. Driscoll moved to approve Mr. Parker's appointment to the Seaside One Committee; Mr. Steinert seconded the motion. The motion passed unanimously.

4) Review Staffing Options to Bolster Administrative Services

The Selectmen's/Town Administrator's Office has three critical needs to enable operations to each a more optimal level of performance:

- An Executive Assistant/Office Manager functioning at a high level.
- A Communications and Community Engagement Coordinator (New ½ time position)
- A Human Resource/Administrative Services Specialist (New 1/3 to Full Time)

A new Communications and Community Outreach Coordinator (CCOC) is needed to effectively communicate with the residents and promote active engagement with the community. Newsletters, social media, citizen academies and volunteer trainings. The CCOC will have a full slate of outreach efforts to fill an 18-hour work week. This person will work closely with Department Heads in getting the word out on activities of each department. The new CCOC will work particularly close with the Town Clerk whose office is "information central" for the Town.

HR functions have always been a loosely cobbled effort for the Town. The Town Administrator handles some issues, as does the Town Treasurer and Accountant with Department Heads handling other aspects. By law, an employees' personnel material is meant to be in one central file, not scattered as many currently are. With a scattered approach, strong accountability of all staff is not as it should be. The Town is slowly improving this issue.

Two staffing options with salary needs are presented. Option A is more typical of communities the size of MBTS and offers an incremental approach to building staff. Option B presents the hiring of a fulltime HR/Administrative Specialist now. It is typical in communities or 10,000 – 18,000 population range to have Assistant Administrative/Managers as Human Resource Directors along with other responsibilities.

Mr. Boling stated the goal for tonight is to decide on the Communications and Community Outreach Coordinator. Mr. Bodmer-Turner asked how many full-time employees the Town employed. Mr. Federspiel indicated 68. Mr. Federspiel stated he believed Option A was a first step with the Town getting to Option B in a few years.

Mr. Boling asked if there was a possibility to join in shared services for the HR Specialist with another Town. Mr. Federspiel indicated both Hamilton and Rockport had expressed interest in sharing an HR resource. Mr. Bodmer-Turner asked who provided HR services to the employees now. Mr. Federspiel indicated it was a combination of Town Administrator and Town Treasurer. Mr. Bodmer-Turner asked if either the Town Administrator or the Town Treasurer were trained; they are not trained.

Mr. Boling asked how the HR position interacts with the Town Administrator and the Department Head. Mr. Federspiel indicated the Town Administrator will have final approval on decisions and if there is a conflict the process is reviewed, and a decision made.

Ms. Driscoll stated she supports the HR piece because it is fair to the employees in the Town and it is important to have something structurally in place to build and support good working relationships. She concluded by stating to Mr. Federspiel's point the current arrangement is too segmented: not one person is in charge of on-boarding, addressing concerns and conducting exit interviews. Mr. Boling stated he is concerned about the HR Specialist definition and scope and dealing with management and personnel.

The Board continued to discuss the Options to Bolster Administrative Services and agreed to hiring the CCOC and to continue the discussion on the two options. At this time, the CCOC position is funded.

5) Consent Agenda

- BOS Minutes – August 5, 2019
- Board Appointment – Brian Sollosy, Zoning Board of Appeals, 2nd Alternate

Mr. Bodmer-Turner moved to accept the Consent Agenda; Ms. Driscoll seconded the motion. The motion passed unanimously.

6) Correspondence

- Letter from Chris Olney Re: Resignation as Moderator's Designated Member of the Manchester Affordable Housing Trust
- Letter from GFOA – Certificate of Achievement for Excellence in Financial Reporting

The Board recognized Ms. Mainville, Town Accountant for her efforts on the behalf of the Town and her certificate of achievement for excellence.

7) Town Administrator's Report

- Route 127 and Harbor Street: Mr. Dam and Mr. Federspiel met with Representative Hill and Senator Tarr regarding improvements to Route 127 west to the Beverly Farms line. Discussion focused on pedestrian safety by adding a safer crosswalk and pedestrian activated warning light. Additionally, the group considered changing the intersection into a standard "T" alignment eliminating the slip lane. While there were no promises MADOT will take these projects on and Senator Tarr and Representative Hill agreed to advocate on the Town's behalf.
- Long Beach – Crowds off Long Beach have been large at times and tensions with the landowners along the beach have flared on occasion. The question of whether private property extends to the mean high-water mark or the mean low water mark is being raised by some property owners. Some of the deeds state the boundary to the high-water mark and then go on to state lands to the low-water mark are included. The plot plans on file in the registry of deeds only reference the high-water mark. Town Counsel is reviewing The Harbor Master needs to

approve buoy markers and the legal question needs to be resolved before approving the markers.

- Woodard and Curran contract – following the conversation with the Board two weeks ago Woodard and Curran are asking for a 2-year nine-month contract to take them through the end of FY 22. We had discussed a 2-year contract while training staff to obtain their water operator certification. Additionally, Essex is expressing interest in possible greater collaboration. Ms. Driscoll is good with the extended contract as long as the Town can continue training personnel. Mr. Boling would like to have an assured out if the opportunity for shared services with Essex fully developed. Mr. Bodmer-Turner stated it may be complicated to staff the Water Department if trained personnel leave for private contractors which was discussed in the Shared Services presentation. The Board favors a 2-year contract.

8) Other matters, as may not have been reasonably anticipated by the Chair.

There were no additional matters to come before the Board this evening.

9) Shared Services Report Discussion with Essex Board of Selectmen

Mr. Boling introduced the Shared Services Report and Discussion by stating the Town of Manchester-by-the-Sea (MBTS) passed a non-binding resolution to review the possibility of exploring options for shared services.

In February 2019 MBTS joined with Essex under a grant from the Collins Center to formally study options. Mr. Halpin working with Town Administrators and Department Heads for both Towns identified possible areas for additional consideration. It is understood that options representing budgetary expenses would need to be approved at Town Meeting. Additionally, recommendations that would represent structural or cultural changes would also be subject to Town Meeting vote.

Mr. Boling concluded by stating the Towns are still in early stages of the process and where the communities might get to as a result of this process is still being reviewed and discussed.

Mr. Halpin stated the review process looked at current practices in the provision of local services, including current regional and shared approaches in each Town. And identified where there were possibilities for increased or enhanced regionalization or cooperation based on challenges and opportunities for effectiveness and efficiency. Options available for regional/shared approaches and next steps – short term, medium term and long term.

Mr. Halpin acknowledged both Towns are currently engaged in a range of sharing and regional cooperation and planning for additional initiatives. He acknowledged the cooperation and positive attitudes of Department Heads throughout the process. All Department Heads acknowledged they were working under tight operating budgets. He also found sound relationships and good communication between the communities.

Review Recommendations were highlighted in 7 categories: General Government, Police, Fire, Dispatch, DPW, Inspections and Public Health. Additional sections

focused on specific areas where the Towns could further expand joint efforts: Senior Citizen Services, Youth Services, Community Health Needs Assessment, Regional Energy, Dredging, Streetlight Maintenance and Regional Housing Partnerships.

Overarching **Inter Municipal Agreements** committing to regulation leadership and management level discussion of opportunities and recommendations – emphasize building trust and clear goals with measurable results.

MERSD was highlighted in multiple areas as a resource and partner: on-boarding new employees, Facilities Management, Public Health/Youth Services and School Resource Officer.

Following the comprehensive presentation and recommendations it was concluded the Towns would meet over the next few weeks to further discuss and review options additionally it will be critical to gage support in the Towns.

Adjourn:

Ms. Driscoll moved to adjourn, Mr. Steinert seconded the motion. The motion passed unanimously.

Meeting Documents:

- Town Administrator's Report
- Consent Agenda Items as Listed
- Correspondence Items as Listed
- Application for Liquor License, Dynamic Restaurant Group
- Application for Victualler License, Dynamic Restaurant Group
- Collins Report – A Review of Regional and Shared Services for the Town of Essex and Manchester-by-the-Sea
- Notice of Agreement between Mr. Galvin and Ms. Kershaw

Upcoming BOS Meetings

- September 3, 2019
- September 16, 2019