

Manchester-By-The-Sea

Downtown Improvement Project Committee

Day and Date: Wednesday, October 19, 2022

Time: 8:30 am

Location: Virtual

Meeting called to order at 8:31 AM

In attendance were members Steve Carhart, Linda Crosby, Jim Brown, Kurt Svetaka, Gordon Brewster, Gar Morse, and Marlene Dolan.

Also in attendance were Nate Desrosiers (Town Engineer), Chuck Dam (DPW head), Olivia Perez-O'Dess (Greater Cape Ann Chamber of Commerce), Chris Olney (Planning Board), Sue Brown (Town Planner).

1. **Minutes:** Committee approved July, August, and September meeting minutes. Jim Brown to assume responsibility of delivering approved minutes to the Town Clerk for posting.
2. **Organizational Issues:** Sue Brown, Town Planner, announced to the committee that she will be leaving her position as Town Planner and that this was her last week.
3. **Town Projects:** Nate Desrosiers provided a summary overview of current and future town projects.
4. **Town Planner:** Sue Brown provided an update on the state's guidelines around the "Multi-Family Zoning Requirement for MBTA Communities" act. The final guidelines were released by Executive Office of Housing & Economic Development, in a letter dated August 10, 2022. The details are available on the state website. Manchester must submit an Action Plan no later than January 31, 2023 to be in "Interim Compliance".
5. **Parking Study:** Marlene Dolan and Linda Crosby provided a detailed overview of the MBTS Downtown Parking Survey conducted by the Downtown Improvement Project Committee. The data collected in the DIP survey will be used to support the MACP/MBTS - Sponsored Parking Survey.
6. **Phase 2 of Downtown Improvements:** The committee continued discussions of potential safety and aesthetic improvements to the center of town. Input from previous meetings and a recent "walk-around" were discussed. The committee will meet with the town engineer on Friday, October 21, to summarize its final input to aid in the draft plans that will be presented to the town.
7. **New Business:** None
8. The date for the **next meeting** has been set for **Wednesday, November 16, 8:30 AM** – on Zoom
9. The meeting adjourned at 9:57 AM.

Respectfully Submitted,

Steve Carhart, Chair