



# MANCHESTER-BY-THE-SEA

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

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December 2, 2019

6:30 p.m.

Town Hall, 5

**MEMBERS PRESENT:** Chairman, Mr. Boling, Ms. Driscoll, Ms. Jaques and Mr. Bodmer-Turner

**MEMBERS ABSENT:** Mr. Steinert

**STAFF PRESENT:** Town Administrator, Mr. Federspiel, BOS Clerk, Ms. Hunter, Town Planner, Ms. Brown, DPW Director Mr. Dam, Police Chief Fitzgerald

**GUESTS:** W.T. Rich Company Project Manager, Brian Paradee

**PRESS:** Mr. Cronin, *Gloucester Times*

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Mr. Boling called the BOS meeting to order at 6:31 p.m.

Mr. Boling stated the meeting is being recorded by Studio 1623 (Cape Ann TV) for future broadcast and recorded by Ms. Hunter for accuracy in minutes. He asked if anyone was recording the meeting to please let him know and requested attendees silence their cell phones.

**0. Items not on the agenda** – There were no requests to comment on items not on the agenda.

**1. Grant of Easement to National Grid, New Conduit for Memorial School**

Mr. Paradee stated WT Rich had applied for an easement application from National Grid for the primary electrical service on site which requires approval from the Board of Selectmen authoring the work on Town property. This work includes:

- Pulling wire through the duct bank (and manhole structures) in place along the bus route access road into the southeast side of the property to the transformer location.
- Installing new National Grid pole on Northeast side of the job near the school entrance from Lincoln Street (reference E003 Electrical Site Plan Drawing).
- Installing Overhead wire from existing pole on Lincoln Street to the new pole location (reference E003 drawing).

The design selected was the only option feasible for the project for a number of reasons and was presented for review and approved by the Town's Planning Board and Conservation Commission.

Mr. Paradee noted 90% of the duct bank was installed this summer after approval from local authorities on design and to avoid disruption to school activities. There is only a small piece remaining, 20 feet from the pole location.

The Project Team appreciates the Town's concerns, hopefully the description of efforts provided in the written document will be sufficient in explaining the final design direction selected and the importance of authorizing the easement.

Mr. Paradee stated National Grid had come onto the property to pull the overhead wire to the new pole. Mr. Boling asked if the easement was needed for National Grid to perform maintenance? The easement is needed for that reason and to complete the work to the new pole.

Mr. Bodmer-Turner asked if the pole drop was near the shed at the entrance to the school? Mr. Paradee indicated it was up the hill from the job site. Mr. Bodmer-Turner concluded the Conservation Commission had determined the drop down was not feasible due to environmental, however, there is an increase in power outages in the area and there are a lot of trees around the new wire. Mr. Paradee stated they are tall trees with strong branches, and it was not an area of concern.

Ms. Jaques stated if the Conservation Commission and Planning Board have approved the project it seems to be straight forward and a formality for the Board of Selectmen to approve the request for an easement. Mr. Boling stated he tended to agree and asked Mr. Paradee to review any outstanding areas that may require the Board's approval. Mr. Paradee agreed he would double check with Verizon, Comcast and National Grid.

*Mr. Bodmer-Turner moved to support the granting of an easement to National Grid as presented to the Board of Selectmen at their November 18, 2019 meeting; Ms. Jaques seconded the motion. The motion passed unanimously.*

## **2. Speed Limit Study – Updates and Discussion Re: Mill and Forest Streets**

Chief Fitzgerald stated the Forest Street assessment was conducted from September 9, 2019 to September 18, 2019 and a second assessment was conducted from October 25, 2019 to November 2, 2019 following DPW painting of the roadways with dedicated narrower travel lanes.

Assessment results from September to October showed a slight increase of 0.89 mph hour average speed but a significant decrease in total number of vehicles.

Chief Fitzgerald stated the Mill Street assessment was conducted from September 9, 2019 to September 18, 2019 and a second assessment was conducted from November 6, 2019 to November 12, 2019 following DPW painting of the roadways with dedicated narrower travel lanes. The second assessment was only 6 days long; the equipment was removed due to potential inclement weather.

Assessment results from September to November showed a significant increase in average speed of 3.45 mph during the timeframe.

Chief Fitzgerald recommended:

- Digital speed limit signage with optional flashing blue light to indicate when vehicles are traveling beyond the speed limit.
- Signage to indicate “SLOW” on the straightaway sections of both streets.
- Additional selective traffic enforcement by patrols, as manpower and call volume allow. It should be noted Sergeant Louf creates a weekly patrol guide for officers to follow and Forest and Mill Streets can be added on a weekly basis to further enforce speed limits in these areas.

Ms. Jaques stated people ignore traffic signs, Chief Fitzgerald agreed, and stated people stop seeing the signs after a while. Ms. Driscoll asked when enforcement would be planned and if tickets were issued. Chief Fitzgerald stated enforcement would be scheduled between 8:00 a.m. and 4:00 p.m. Warnings are issued for speeding and it depends if tickets are issued or not.

Ms. Jaques suggested gathering additional data to determine the times of highest speeding. She also asked if meetings with residents had resulted in the suggestion roads be marked Resident Only.

Mr. Bodmer-Turner stated he was concerned looking at the data the speed increase was astounding, and did it speak to a miscalculation with more than 50% of drivers going over 30 mph? He expressed concern for children and pedestrians walking in the streets.

Jeff Conley, 28 Mill Street – Mr. Conley stated he believes the speed is deceiving with over 40 vehicles going 0-10 mph and that brings the average speed down.

Mr. Roland Glidden, 54 Forrest Street – Mr. Glidden stated there are areas on Forest Street where 2 cars cannot pass and there were 3,000 cars speeding between Harold Street and Ms. Noble’s house. Chief Fitzgerald agreed it was an area of concern.

Ms. Allison Moir-Smith, 42 Forrest Street – Ms. Smith would like the Town to review the earlier data gathered in 2016 and asked for a 3-way stop sign at Harold Street. A three way stop also was recommended for the Mill/Forest/Loading Place Road intersection.

Steve Hall, 30 Loading Place Road – The roads are turning into thoroughfares and wondered if that was encouraged by the Town. Mr. Boling assured Mr. Hall it was not the Town’s goal to convert Mill Street into a thoroughfare and the increase in traffic was likely due to modern navigation systems that directed drivers. Mr. Hall would like the Town to confirm the legal status of Mill Street he believes it is a private Road. Mr. Federspiel stated Mill Street was converted to a Town Road and he will confirm when that took place.

Mr. Boling concluded there are some additional considerations that need to take place in discussions with the Police Department, Fire Department and DPW. Some changes are easier to do. During the short period Chief Fitzgerald will develop plans for enforcement and review the possibility of stops signs.

### **3. Updates on Intersection Layouts (Complete Streets Projects)**

Revised intersection layout plans have been reviewed by the Downtown Improvement Project (DIP) and Bike and Pedestrian Committee members and universally Option 2 design is preferred by the members and acceptable by the engineers for the School Street/Central Street intersection.

Ms. Jaques asked for confirmation that there were no changes to curb lines and that the sight lines onto School Street had been improved. Mr. Dam confirmed that was the case.

Mr. Bodmer-Turner asked if the recommended sight distance to meet Federal standards was 20-feet. Mr. Dam confirmed that is ideal and in the past less than 20-feet has been permitted by the State.

Mr. Boling noted that in place of physical bump outs design will deviate and instead have straight curbing where bumps outs would have been. Mr. Dam confirmed.

Steve Carhart, 12 Bridge Street, Chairman of DIP stated the sight lines allowed for preserving parking spaces and allowed for trucks to turn onto School Street. Option 2 was the best approach and met with abutters approval.

Al Centner, 72 School Street, Chairman of Bike and Pedestrian Committee stated the designs and setbacks allowed motorists time to see pedestrians and the redesigns were a good alternative. The Bike and Pedestrian Committee supports no parking at the stop sign at the end of Union Street.

Mr. Boling asked if the Committees were commenting on the change of direction for Church Street. Mr. Dam stated the change would be implemented in spring. Ms. Jaques asked if the proposed change was better. Mr. Boling stated the change maybe confusing and does not impact construction of the intersection and will be considered separately.

Mr. Bodmer-Turner stated if the direction of Church Street was changed there would be no way to protect pedestrians. Mr. Centner proposed a traffic study to change Church Street to right turn only.

Union Street/Beach Street Intersection. According to Mr. Centner Option 2 is preferred because it adds an additional parking space. Mr. Boling stated Option 2 was unlikely to pass state muster and would not be eligible for grant funds. Mr. Dam stated working with the State and contractor there maybe a possibility of an exception.

Mr. Bodmer-Turner stated the stop sign at the intersection of Union Street and Beach Street is ignored by 50% of drivers. Mr. Boling is holding off on the discussion of Summer and Washington Streets until early spring.

Parker Harrison, 16 School Street – Mr. Harrison asked about markings of setbacks and the lack of enforcement in sight of the Police Department with residents and visitors parking on the crosswalks. Mr. Boling stated the Town will paint hatch marks on the pavement so it will be obvious someone is parking in a no parking area. The policy needs to be articulated and demonstrated prior to enforcement.

Mr. Richard Gontal, 17 Desmond Avenue – Mr. Gontal believes the Board is over thinking the intersection issue when there are other things that need to be done to improve pedestrian safety. Mr. Gontal suggested sidewalk improvement would immediately help pedestrian safety. Mr. Boling thanked Mr. Gontal stating his was a reasonable comment.

*Mr. Bodmer-Turner moved to approve Option 2 for the intersections of Union/Beach Streets and Central/School Streets and to submit the designs to the State for approval; Ms. Jaques seconded the motion. The motion passed unanimously.*

#### **4. Consent Agenda**

- BOS Minutes – October 29, 2019 and November 18, 2019
- Accept Resignation letter from Bridget Murray re: Zoning Board of Appeals
- Robert L. Sanford Day Proclamation
- Approve MOU with the MAC re: 375<sup>Th</sup> Bonfire
- Ratify Bike and Ped Member Parker Harrison as the Committee’s Representative on The Open Space and Recreation Committee

Mr. Boling requested a letter be sent to Ms. Murray recognizing and thanking her for her service and commitment to the Town.

*Ms. Jaques moved to approve the Consent Agenda; Mr. Bodmer-Turner seconded the motion. The motion passed with Mr. Driscoll abstaining from approving the minutes for November 11, 2019.*

#### **5. Correspondence**

- Letter from Comcast re: Price Changes
- Letter from Resident re: Complete Street Work
- Letter from Troop 3 BSA re: The Eagle Court of Honor Ceremony

Mr. Boling stated a representative from the Board of Selectmen usually attends the Eagle Court of Honor Ceremony. The next event will be held Saturday, January 11, 2020. Board member to be named later.

#### **6. Town Administrator’s Report**

- 1) Manchester Housing Authority:** No bids were received in response to the RFP that was developed. However, several of the potential re-development partners are very interested in working with the MHA and the Affordable Housing Trust outside of the State’s program. The re-development partners believe there are alternative approaches that have greater promise. A new RFP is being developed in order to pursue the alternative approach.
- 2) Fire Chief:** The Town is a week away from the deadline for resumes. Mr. Federspiel will be convening the review team to begin the process the week of December 9<sup>th</sup>.
- 3) Budget Presentation** is scheduled for Monday, December 9, 2019 at 7:00 p.m. The Finance Committee will meet on December 18, 2019 to identify the major issues they see with the preliminary budget. The School Committee presents their preliminary budget on December 11, 2019 at EES. Special Education students and high cost Out-of-District placement is stressing the District budget.

- 4) **Shared Services Study:** The final report is on the Town web site.
- 5) **Clara B. Winthrop Foundation Gift** of \$10K.

*Ms. Jaques moved to formally accept the donation of \$10K from the Clara B. Winthrop Foundation; Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.*

Mr. Boling requested a letter to be sent acknowledging and thanking the Foundation for the gift.

## **7. Other Matters, as May Have Not Been Reasonably Anticipated by the Chairman – Discussion Only. None**

*Mr. Bodmer-Turner moved to adjourn the meeting; Ms. Jaques seconded the motion. The motion passed unanimously.*

### **Meeting Documents:**

- Memo from Brian Paradee, Project Manager (WTR) re: Easement Authorization for National Grid
- Memo from Chief Fitzgerald re: Mill and Forest Streets Traffic Study
- Town Administrator's Report
- Intersection Layouts for Complete Streets Projects
- Consent Agenda items as listed
- Correspondence as listed

### **Upcoming BOS Meetings**

- December 16, 2019
- January 6, 2020
- January 21, 2020