



MANCHESTER-BY-THE-SEA

SELECT BOARD • TOWN HALL
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MINUTES OF THE SELECT BOARD

January 3, 2023

6:30 p.m.

Hybrid Meeting

Join Zoom Meeting, Meeting: ID 842 6012 1792 Passcode: 649143 Mobile: 1.646.558.8656

MEMBERS PRESENT: Ms. Jaques, Chair, Ms. Harrison, Vice-Chair, Mr. Round, Ms. Bilotta, and Mr. Sollosy

MEMBERS ABSENT:

STAFF PRESENT: Town Administrator, Mr. Federspiel (remotely), Executive Assistant, Debbie Powers,

GUESTS

PRESS:

Ms. Jaques called the Select Board meeting to order at 6:38 pm and five members were present by roll call.

Public Comments on Non-Agenda Items: Ann Harrison, 13 Tucks Point Road, asked why the speed limit signs have not changed on Pine Street as approved by the Board. Mr. Federspiel answered that he will follow up with the DPW Director.

Chairman's Report & Action Items:

The Board reviewed the action list and set the next Conversation Corner for January 19th from 5:00 pm to 6:30 pm.

1. Discussion Items:

a. **Select Board Goals** – Mr. Federspiel reviewed the list of the Select Board goals and highlighted topics under each goal. He stated that most of those topics do not have specific action steps and it is important to have a discussion to establish the steps and timelines.

Ms. Bilotta asked to add the Select Board goals in the SharePoint folder. She informed the Board that she is meeting with Ms. Beckmann and she would like to speak with the Board on January 17th.

The Board reviewed the topics.

Mr. Sollosy discussed his process on engaging with the community. He informed the Board that he will continue to attend community/group events and meetings.

Ms. Jaques will speak with the Harbormaster and Mr. Federspiel to come up with next steps of the Harbor Master Plan.

Mr. Round explained the Manchester Affordable Housing Trust will meet with the Board on February 6th regarding a proposed Request for Qualifications.

Mr. Sollosy updated the Board on his informal discussions with Cell Signaling and the LCD district. The project will be a phased development, happening over 20 years. He explained that the developers should be reaching out to the community soon with information. He explained they/we are working on an application for a MassWorks Infrastructure grant.

Ms. Ware, Interim Town Planner explained that it is very common for communities to pursue these type of grants, not only for individual projects but for an area with little or no infrastructure as well. Ms. Bilotta stated that the LCD district is the reason for the grant and Cell Signaling would be the first beneficiary. It would be helpful to have a beneficiary right away to obtain the grant.

Mr. Federspiel explained that you need to show potential job growth in the Mass Works Grant application. The Town will need to document how many constructions and permeant jobs the project would create. The potential new CST lab would generate many new jobs and he stated CST representatives will address the Board soon to discuss further.

Ms. Harrison stated that the school deficit has been discussed at collaboration meetings and they are convinced they will need a 4.2% increase. If this is so, that would need to come out of the Town budget or another funding source. Ms. Bilotta asked if they have discussed any structural changes, as they have been overspending. Ms. Harrison stated they feel to keep the existing programs the district will need a larger increase than what Proposition 2 ½ allows. Ms. Bilotta is looking for what options the School District has looked at and how they can deliver the important programs with low enrollment. Ms. Harrison will speak with the Superintendent and Finance Director for a list of options and send it along to all Board members.

b. **FY24 Budget Development** – Mr. Federspiel explained that the Board was presented with the preliminary budget in December. He asked if members had any thoughts or questions and if there were any areas of the budget the Board would like to address further.

Mr. Round asked about the dispatch salary budgets. Mr. Federspiel explained those salaries have been removed and the Police budget dropped.

Ms. Bilotta suggested a Waterfall Chart to show the savings and stated it is important to have the Police Department show those savings. She also expects that other town department heads to identify services that are under-utilized.

c. **MBTA Zoning – Next Steps** - Ms. Ware reviewed the memo in the packet with the Board that outlines what the State is requiring for the MBTA Zoning law.

Mr. Federspiel explained that the Town has a 2-year timeline to answer questions, collect data and hold community forums. The Town will be doing parallel tracks studying both what the impact will be to comply or not to comply with the law. The Board will discuss the timeline at a joint meeting with the Planning Board to refine the timeline, narratives and overviews. He stated that the Town already has some zoning in place that allows the conversion of a single-family home into 3 units in the general district on a 6,000 square foot lot, so that is a density of 21 units per acre. The State is requesting 15 units per acre, so we are meeting some areas of the law. These types of facts need to be presented and the Town needs to gather information and data to see if this law makes sense for Manchester.

Ms. Jaques spoke on the projected timeline that has been prepared, which lists specifically going forward but we do not have something if we are not going forward. Mr. Federspiel explained that Ms. Beckmann and Ms. Marletta will be making a newer version of the timeline

Ms. Harrison asked about pushing up the Town Meeting vote to April, 2024; in case it doesn't pass the first time we would have a second shot later in the fall. Ms. Ware explained that the Town will be applying for a MAPC grant to help with mapping, number crunching and move it forward this year. It could also come before the Annual Town Meeting in 2024.

Sarah Creighton, Vice-Chair of Planning Board, explained that it is an opportunity to focus on diversity of housing downtown and to meet some of the Master Plans goals. In terms of tone, we should think of this as an opportunity for the Town to collectively think of what we want in the downtown area. The town is quite close to complying. The law concentrates on zoning and it does not necessary mean it will be built.

Ms. Bilotta suggested to have a visual plan to communicate to the public to show how close the Town is to complying.

Ms. Jaques asked Ms. Ware if the present unit amounts are counted or not? Ms. Ware answered she is unsure and will find out. She stated the closest compliable are the Powder House apartments. On 2 acres there are 29 units, so that is the density. Only half of the property has been developed so it is 30 units on an acre. There are units in the center of town that have 13 units on 6,000 square foot lots. She explained she is in the process of gathering all the information and will find out the answer.

Ms. Bilotta stated she thought the understanding of the law is about the zoning, not the structures that the Town may or not have. Members should not talk about existing structures and only discuss zoning.

Mr. Federspiel explained that the next steps is to revise the overview and proposed timeline that will be discussed at the Joint Meeting with the Planning Board on January 9th.

d. **Harbor Management Plan – Next Steps** - Ms. Jaques asked if all member of the Harbor Advisory Committee did not want to be responsible for the plan? Mr. Federspiel answered that the majority of the committee felt they did not want to take the lead on the plan. He asked the Board if they would like to set up a Task Force or for the Harbor Advisory

Committee to form a subcommittee? He feels that for this project, the town will need to hire a consultant to complete the plan.

Ms. Bilotta asked what was the reason that the Harbor Advisory did not want to take the lead? Mr. Federspiel stated they felt they didn't have enough manpower to handle completing all tasks and developing the plan.

Ms. Jaques asked to have the Harbor Advisory Committee and the Harbormaster come to the February 6th meeting to address further.

Ms. Harrison asked what does the Select Board want to see come out of this plan. Ms. Bilotta answered that the plan is to have a vision of how the Town will use our harbor in the future.

Charles Houghton, Ox Pasture Road, asked if the committee thought they would be tasked with developing the whole plan. Maybe the committee should survey other towns and what they have done instead of developing a whole plan from scratch.

2. Select Board Policies – First Reading: Correspondence:

The Board reviewed the first draft of the Correspondence policy.

Ms. Jaques addressed there was no timeframe for responses. This is specifically for the Select Board and the Board's direct report, so it would be good to have a timeframe to reply back.

Ms. Bilotta agrees with Ms. Jaques. Some people expect immediate response by email and this is not how email is used. The Board should discuss what an appropriate response time should be.

The Board discussed and agreed to a response time of five business days.

Ms. Bilotta moved to advance the Correspondence Policy to a second reading; Mr. Round seconded. Motion unanimously approved by roll call vote.

3. Liaison Updates:

Ms. Bilotta updated the Board that she met with Mr. Federspiel after the last meeting with Regional Dispatch and informed the Board at this month's meeting the team would talk about community outreach. We are asking the Regional 911 team to provide the Town a rough plan at the January 19th meeting, and she will meet with Mr. Federspiel the following week to discuss. The Regional 911 team had a comprehensive approach of community outreach and a good template for use. She thought this should be brought to the Board on February 6th.

4. Consent Agenda:

- a. License Renewals – Common Victuallers
- b. Temporary Vendor License Request

Ms. Harrison moved to approve the consent agenda; Mr. Round seconded. Motion unanimously approved by roll call vote.

5. Town Administrator’s Report:

Compost Facility – Mr. Federspiel stated that the compost facility is underway at the Transfer Station. The construction will increase in a few weeks and they are making good progress.

Budget meetings- He reminded the Board about the Joint Meeting with the Finance Committee on January 12th to discuss Public Safety and Finance Committee’s meeting with the School District budget on January 26th.

Climate resilience studies – He explained that with year 2 funding from the state, the Cape Ann coalition and Town Green are getting underway with an analysis of the health of our various natural areas with an eye toward how we can improve their health so that they can help mitigate the impacts of climate change. The group recently received word that as part of the newly approved federal budget, a \$500,000 grant has been awarded to Cape Ann through Manchester to advance local capacity to be better prepared for large weather events and climate change.

8:41pm Ms. Harrison moved to end public session and enter into executive session and not to return to public session; Mr. Sollosy seconded. Motion unanimously approved by roll call vote.

6. Executive Session: MGL c.30A, Sec. 21(A)3: to discuss strategy with respect to pending litigation involving unauthorized use of a right of way.

Meeting Materials:

MBTA Zoning Materials
Correspondence Policy Draft
Consent Agenda Items

Upcoming Meetings:

January 17, 2023
February 6, 2023