

Manchester-By-The-Sea
Downtown Improvement Project Committee

MEETING NOTES

June 15, 2022

Time: 8:30 am

Location: Virtual

Meeting called to order at 8:44 am

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

Also in attendance were Nate Dessrosiers (Town Engineer), Chris Olney (Planning Board) Erika Brown, Cathy Bilotta, Chuck Dam (Town Engineer), Jim Brown

1. Approve minutes from May 2022 Meeting-APPROVED
2. Organizational issues-One open seat-Jim Brown has submitted papers to the SB to be considered as an incoming candidate.
3. DPW Update (Chuck Dam or Nate Derosiers)
 - Usual summer projects in place; pickle ball courts being paved
4. Town Planning Update (Rapid Recovery Planning Report, LCD status, etc.) (Sue Brown)
 - No update--Sue Brown was not in attendance
5. Proposed parking survey (vote to approve) DIP Engagement with Downtown Business (Marlene Dolan, Linda Crosby)
 - Marlene and Linda provided a brief update on the findings to date. A more complete analysis will be written up, shared with the team in draft form
 - Goal is to have a recommendation for an overhaul of downtown parking-tentative timing is Fall, 2022.
6. Public restroom project (Gar Morse)
 - There is no support on the part of the downtown businesses for opening their restrooms to the public. The Town Hall public restroom will be the one location we have to offer to residents and businesses alike. Signage will be needed.
7. Launch of VHB study for DIP Phase 2, (DPW, Steve Carhart, Gordon Brewster, Kurt Svetaka)
 - Informal phone call with Gordon Brewster and Chuck Damn. VHB put forward interesting ideas that bear consideration.
 - Discussion ensued about the VHB work, Proposed MBTA Zoning Legislation, proposed addition of public restrooms and the Central Street Culvert Project. Although these projects will launch at various times throughout this and the upcoming 2+ years, the committee will endeavor to make decisions within the context of all of these efforts.

- Marlene and Gar specifically requested that VHB not consider using bump-outs in the design of the downtown area.
 - Chuck reminded all that the budget for this project is not unlimited and encouraged us to avoid delay and going over old ground if at all possible.
 - The VHB team holds a monthly project meeting, and it was decided and agreed to by all on the committee that members of the committee would join updates.
 - Goal is to have a public forum in the Fall to share plan that is appropriate to broad public input. Steve will work with Gordon, Chuck and Town Hall to prepare for the special Fall meeting.
8. New Business-Sue Brown is working with the Town of Essex to design programming for the winter season.
 9. Date for next meeting-July 20, 2022, at 8:30 am
 10. Meeting adjourned at 9:54 am

Respectfully Submitted,

Steve Carhart, Chair

Marlene Dolan, Member