



# MANCHESTER-BY-THE-SEA

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BOARD OF SELECTMEN • TOWN HALL  
Manchester-by-the-Sea, Massachusetts 01944-1399  
Telephone (978) 526-2000 FAX (978) 526-2001

## MINUTES OF THE BOARD OF SELECTMEN

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June 24, 2019

6:30 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, Town Tree Warden, Mr. Henderson, DPW Director, Mr. Dam

**GUESTS:** Finance Committee Members: Chairman, Mr. Creighton, Mr. Oldeman, Mr. Weld, Ms. Mellish and Ms. Harrison

**PRESS:** *Gloucester Times*, Mike Cronin

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Mr. Boling called the BOS meeting to order at 6:30 p.m. Stated 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 requested a moment of silence for the tragic passing of town resident Kelly Rae Stallings.

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.

### 1) Winthrop Field Committee Update – Mike Chapman

Mr. Chapman, 131 Bridge Street and Chairman of the Winthrop Field Committee reported to the Board on behalf of the Winthrop Field Committee. He identified Committee members: Ms. Thorne, Mr. Morse, Mr. Nickless, Mr. Moroney, Mr. Brzezinski, Mr. Carvalho and advisor to the Committee Mr. Rossi.

- Finances for the Year: current account balance is \$59,856, receipt of gift from Clara Winthrop Charitable Trust \$10K, \$4,900 cost for mowing and bailing (was \$825 over budget) work completed by Mr. Perkins, \$3,170 for attempt to clear drain on the easement of Mr. Senecal's property, \$1,800 for successful drain clearing by Dash Drain. Total of \$9,870 was spent during the year.
- Contract Status: one more year left on mowing, bailing and rotary cut contract with Mr. Perkins.
- Projects for Coming Year were noted. Mr. Chapman responded to a question regarding Longevity Bench at Bridget St. gate from the Board's previous

meeting regarding deed restrictions. The question is under review by a real estate lawyer who will come back to the Committee with options for consideration.

- Donations from Committee Members, Friends and Neighbors totaled \$3,400.

*Ms. Driscoll moved to accept the donation checks from the Winthrop Field Committee payable to the Town of Manchester-by-the-Sea for expenses related to Winthrop Field; Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.*

## **2) Boards/Committees Appointments & Updates – Carley Cook, Michael Storella and Peter Colarusso 375<sup>th</sup> Committee**

Mr. Boling indicated the Board had a comprehensive list of Town Boards, Committees, Commissions, Representatives and additional annual appointments to approve. He specifically asked to pull Planning Board appointments for later in the evening Representatives would be identified by the Board at its meeting this evening.

Mr. Boling stated the appointment of Mr. James Elder as Shellfish Warden was supported by Harbormaster Pike. Mr. Boling recognized Mr. Elder's work to reopen shellfish beds as a member of the Stream Team.

Mr. Boling also noted the Board of Health was looking for an engineer with experience in septic systems to serve on the Board. Ms. Nathan indicated a volunteer had come forward and the Board of Health was vetting the candidate.

*Mr. Bodmer-Turner moved to vote the appointments as a block (with terms defined in the list ending on June 30 of the year noted) and to hold the Planning Board approval for appointments to be made this evening; Ms. Driscoll seconded the motion. The motion passed unanimously.*

*Ms. Driscoll moved to approve the appointment of Ms. Cook, Mr. Storella and Mr. Colarusso to the 375<sup>th</sup> Anniversary Committee; Mr. Steinert seconded the motion. The motion passed unanimously.*

## **3) Public Hearing – Requests for Public Tree Removal: Town Common, 1 Crafts Court, Corner of Arbella and Rosedale Ave., 6 Lincoln Ave. and 3 Pulaski Drive**

*Ms. Driscoll moved to open the public hearing on Tree Removal on Town Common; Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.*

Mr. Boling introduced the hearing by stating in 2018 the Community Preservation Committee provided a grant to fund the redesign of Town Common pathways and at the Annual Town Meeting in April 2019 residents approved construction funds for the project.

Working with a landscape architect a recommendation has come forward for the removal of some trees with replacement of new trees. One of the trees needs to be removed for the Veterans Memorial. This is a public hearing to approve the

recommendations or make changes to the recommendations. The hearing may be concluded this evening or continued as the recommended changes may need to be more fully reviewed and discussed.

Mr. Federspiel presented the proposal prepared by the landscape architect for tree removal on the Common. He stated there are 20 trees on Town Common, the proposal calls for removing 7 trees with replacement of 11 for a net gain of 4 trees. The 7 trees proposed for removal include:

- 3 magnolias in front of Town Hall 2 of which are in very poor shape and 1 which is in fair shape.
- 1 large elm tree which may suffer from construction of the new grade for the proposed pathway.
- 1 large maple at the corner on the opposite side of the driveway from Seaside One. This is the tree being recommended for removal to accommodate the walkway for Veterans Memorial.
- 1 maple by roadway where Veterans Memorial may cut into the bank by the tree.
- 1 large linden tree not impossible to save but there may be challenges with the root structure and the construction of the walkway by the Police Department.

Mr. Boling stated multiple groups have been working on the project. The Conservation Commission and the Historic District Commission will review the final plans. The Town Tree Warden has been involved.

Mr. Steinert indicated that process wise he felt the Board has been looking at things in isolation. When the Board met with the landscape architect, he had specifically requested an elevation cut and the rendering provided was of only one angle. Mr. Steinert went on to state he still does not see how things come together in one space. The Town Common is a focal point and one of the most important focal points in the Town.

Mr. Boling stated the initial focus of the plans had been walkways and the front of Town Hall. Prior to this evening the Board has not had full information about trees on the Common. Mr. Boling stated the Veterans Memorial had been fully vetted over many months some time ago and likely prior to Mr. Steinert joining the Board. There had been multiple public hearings and the Veterans Memorial has been approved.

Mr. Bodmer-Turner expressed concern for the linden tree stating he was aware of the complexity of the root system of linden trees. He would like to see the linden tree saved and agreed with the suggestion that a deeper curb would help save the tree. Mr. Bodmer-Turner also asked about the large maple by Seaside One. He understands that tree would be removed, and a new tree would be placed closer to the walkway. Mr. Federspiel stated that was correct.

Mr. Boling asked Mr. Henderson the Town Tree Warden to speak to the condition of the trees in question. Mr. Henderson stated he would speak to the trees in order of their health:

- The linden tree is the healthiest and in the best condition.
- The elm trees suffer from lack of maintenance, the elm tree in question should not be effected by construction and a well around the base would help the tree.

- The large Norway maple is not in good condition with rotted heartwood.
- The Crimson King is the weakest tree. It has declined from road salt and plowing up to the tree.
- The Magnolias are gone; they are full of fungus; they are diseased shrub trees.

Mr. Steinert asked Mr. Henderson what a 40 ft. shade tree would cost? Mr. Henderson estimated \$10K.

Mr. Henderson stated he had worked with the Veterans Memorial Committee and he understood the Memorial was approved for the far east side of Town Hall with the Stone being moved to the front of the Legion. Mr. Federspiel stated at one time there was discussion about moving the Memorial, however that plan did not gain favor with the Veterans Memorial proponents. Mr. Boling reiterated the plan has been permitted and approved.

Mr. Boling was interrupted by a person asking if it would be possible to move the Veterans Memorial to Masconomo Park. Several residents started to speak up. Mr. Boling ended the interruption and restated the purpose of the meeting was to discuss the removal of trees from Town Common. He reminded those present they should direct their comments to him and be civil in their discussion. Mr. Boling indicated he would now take public comment, speakers should have a microphone in hand when speaking and state their name and address for the record.

Mr. Don Halgren, 35 Central Street stated it was his understanding that some of the trees on the Town Common were Memorial Trees. He would like to know that the individuals memorialized be properly identified and notified if there was to be a change to their Memorial Tree. He believes there is a record of this maintained in Town Hall.

Ms. Susan Wadia-Ells, 0 Elm Street, indicated she served on the Historic District Commission when the Veterans Memorial was discussed. The Veterans Memorial Committee never mentioned trees would be removed for the new Memorial. She stated the Veterans Memorial Committee was an ad hoc group of veterans not affiliated with the American Legion who decided to commission the new Memorial and it took 10-years to fund the project.

Ms. Jennifer Falconer, 4 Church Street, stated she did not believe it was in the interest of the Town to cut down large trees. She also did not think a large Veterans Memorial was serving the interest of the people of the Town in light of the number of trees being removed from the Town Common. Mr. Boling indicated only 1 tree is impacted by the walkway to the Veterans Memorial.

Ms. Falconer asked what size tree would the trees coming down be replaced with? Additionally, she asked what the cost of the project was? The size of the replacement trees is a question to be answered by the landscape architect. At Annual Town Meeting \$100K was allocated to Town Common redesign. Mr. Boling indicated if the Board voted to keep trees the plan would be reworked.

Ms. Hilda Daley, 53 Forest Street, asked how many healthy trees would be taken out? Mr. Bodmer-Turner indicated the plan only mentioned 1 elm tree. The elm tree in front of First Parrish Church. Mr. Henderson stated he does not recommend taking down

healthy trees. He stated the maple on the corner may have 5-years of life left. The tree has a large cavity in the center and heartwood rot throughout. The red crimson maple may have 10-years of life. He indicated that construction work accelerates the process.

Gary Gilbert, 11 Magnolia Ave. asked why the walkway by the linden tree could not be moved? He also asked why the elm tree in the middle was recommended to be removed? He suggested raising the grade by the elm tree and Mr. Henderson suggested a well around the tree. Mr. Gilbert also stated, as difficult as it is to accept, the Norway maple by Seaside One is likely dying, and he could accept that. He has additional questions about benches and the fountain, but he will save those questions for another time.

Mr. Boling indicated he would like to review questions with the landscape architect and identify markers for the new trees. He does not believe he will be able to resolve everyone's questions this evening and he is inclined to continue the hearing to the next meeting of the Board. Mr. Boling asked the Board for direction. Ms. Driscoll suggested listening to more people to hear their comments since they took the time to be here.

Mr. Peter Minasian, 5 Woodholm Road, stated the Tree Warden had indicated most of the trees on the Town Common were crying out for pruning, care and feeding. Was any of the \$100K allocated to address the needs of the existing trees? Mr. Federspiel stated that was a possibility and something to pursue.

Ms. Camilla Blair, 2 Burnham Lane, stated the whole planning process seemed off to her. She understood the first thing a landscape designer does is save all trees that can be saved. Trees cannot be replaced overnight, and it will be years before any new trees will make the Town Common look decent.

Mr. Boling indicated the Board had met with many Committees over an extended period of time. Ms. Blair stated it would be helpful to have representatives of those Committees and the landscape architect here to answer our questions. Mr. Boling agreed and thought it was a good idea. Mr. Boling will ask Committee representatives and the landscape architect to be present at the next meeting.

Ms. Susan Wadia-Ells, 0 Elm Street, asked what the procedure was to appeal the plan? Given the abutters were provided a plan which is not the plan presented this evening. Mr. Boling stated the abutters were notified about the project, notice was sent to 50 abutters and a meeting scheduled to review the plan. No abutters attended the hearing. He will follow up on the information provided to abutters.

Mr. Boling apologized for being abrupt during the hearing. He stated the Board will do their best to get you additional information on the project.

*Ms. Driscoll moved to continue the hearing on tree removal on Town Common to the next Board of Selectmen meeting scheduled for July 8, 2019; Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.*

*Ms. Driscoll moved to open the tree hearing on trees at 1 Crafts Court, 6 Lincoln Ave, corner of Arbella and Rosedale Ave. and 3 Pulaski Drive; Mr. Steinert seconded the motion. The motion passed unanimously.*

Ms. Christine Delisio, 6 Lincoln Ave, stated there is a 36-foot Norway maple in front of her home. It is too large for the space it occupies. She indicated the entire neighborhood agrees with the request to remove the tree which has become dangerous. Additionally, following the tree removal the sidewalk will need to be repaired.

Mr. Henderson agreed the tree should be removed. Ms. Delisio asked following tree removal when will the sidewalk be repaired. Mr. Dam responded the tree would be removed, the stump ground down and the sidewalk repaired as soon as it is possible to schedule the complete process.

Ms. Tanya Dickson, 1 Crafts Court, was not asking the tree on Craft Court be removed; she was requesting the tree be pruned. The Town has previously taken down branches, but several branches are too close to her children's bedrooms and over the roof of a neighbor's home.

Mr. Henderson agrees the tree needs to be pruned and pruning will be scheduled in the fall. This tree goes back to Colonial times according to Mr. Henderson and is likely the oldest tree in Town and could be designated a Heritage Tree.

Ms. Gentilucci, 5 Crafts Court, stated she agrees with Ms. Dickson that the tree is a giant beautiful tree but needs a significant pruning.

Mr. Peter Minasian, 5 Woodholm Road, believes the tree should be characterized as a Heritage Tree with a plague with that designation. He asked if the pruning would have an impact on the health of the tree. Mr. Henderson replied he would assure the pruning would comply with pruning standards and not impact the health of the tree.

Mr. Thompson Smalley, 3 Pulaski Drive, stated the tree in front of his home is dying. Previous attempts to prune and keep the tree viable did not work. The tree is a 20-foot Norway maple. He had spoken to Mr. Dam about the tree and Mr. Dam indicated he needed to come before the Board. Mr. Henderson stated the tree was on its way out likely due to new driveway construction near the tree.

Corner of Arbella and Rosedale Ave, 24-foot white ash Mr. Henderson recommends taking the tree down it is a public safety hazard. No neighbors attended the hearing.

*Mr. Bodmer-Turner moved to close the Public Hearing; Ms. Driscoll seconded the motion. The motion passed unanimously.*

*Mr. Boling moved to not remove the tree on Crafts Court, the tree should be pruned; Ms. Driscoll seconded the motion. The Motion passed unanimously.*

*Ms. Driscoll moved to remove the tree at the corner of Arbella and Rosedale Ave.; Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.*

*Ms. Driscoll moved to remove the tree at 6 Lincoln Ave.; Mr. Boling seconded the motion. The motion passed unanimously.*

*Ms. Driscoll moved to remove the tree at 3 Pulaski Drive; Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.*

Mr. Henderson indicated the Manchester Friends of the Trees will be asked to replant appropriate trees in the three locations where trees are being removed. Timing of the tree removal will take place after July 1, 2019 and before the end of summer, according to Mr. Dam.

#### **4) Public Hearing – New Liquor License Helen’s Bottle Shop LLC, 2 School Street**

*Ms. Driscoll moved to open the public hearing for a new liquor license for Helen’s Bottle Shop LLC, 2 School Street; Mr. Steinert seconded the motion. The motion passed unanimously.*

Ms. Alexis Hardwood, 7 Curtis Square, Gloucester, MA, is requesting a Liquor License to open a wine and cheese shop titled *Helen’s Bottle Shop*, named after both of her grandmothers. The shop will sell wine, beer and prepared foods. The space is being built out to accommodate plumbing for the possibility of future food preparation.

Mr. Bodmer-Turner asked Ms. Hardwood if she had a certificate of liability insurance. She indicated she did; Mr. Federspiel stated he had not included all information on file in the meeting packet due to the large amount of information required in her application; he confirmed all of Ms. Hardwood’s paperwork is in order.

Mr. Steinert asked how Ms. Hardwood choose Manchester for the site of her business. She stated she had joined Club Excel, worked at Market Restaurant in Annisquam and knew many people from Manchester, Hamilton, Boston and Gloucester; additionally, she likes the community of Manchester and its commitment to preservation. Ms. Hardwood hopes to open the shop in September 2019.

*Ms. Driscoll moved to close the public hearing; Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.*

*Mr. Bodmer-Turner moved to approve the Liquor License for Helen’s Bottle Shop; Mr. Steinert seconded the motion. The motion passed unanimously.*

#### **5) DPW Operations Update**

Mr. Dam provided an update on the daily operations of the DPW.

- Crosswalk painting will continue weather permitting. Ms. Driscoll stated it was important to have crosswalks painted prior to July 4<sup>th</sup>.
- Consumer Confidence Report on water status for 2018 is completed and will be forwarded to the Board.
- The Water Plant is permitted with no issues to resolve.
- Harbor Loop construction will start after July 15<sup>th</sup>. Green Mountain has been contracted to complete the project. DPW met with the Conservation Commission and received all approvals. Residents will see some construction equipment in their yards mostly trucks; all neighbors will be notified. There will be an odor from the lining material that smells toxic, but it is not toxic.

- Equipment for the revetment repairs at Singing Beach will be removed, and the project will be completed when funding is received from FEMA. FEMA funding is anticipated to be received in the fall.
- East End water main projects will go out to bid following Conservation Commission approval which is anticipated tomorrow evening. The project is expected to run into the beginning of winter.
- Mr. Steinert expressed concern for kids crossing Route 127 following MSA Camp. Crosswalks will be relined, and MA DOT will be notified of the need for additional signage and caution lights at the crossing.
- Mr. Steinert asked Mr. Dam to identify the 3 most significant needs for his Department: Mr. Dam stated manpower due to the older workforce and retirements anticipated in coming years. Facility at Pleasant Street, and long range the Sewer Plant and Water Treatment Plant.
- Cemetery – the Town had been contracting these services. The contractor was not local and did not provide services in a timely manner. The recommendation was made to take the work back in-house to provide better service. Cost analysis was completed with local communities and new pricing for services recommended.
- Mill Street striping will be in place for a period of time prior to considering speed bumps. Mr. Dam stated people may drive more slowly once the road is striped. Mr. Dam will follow up to see if striping is working.

#### 6) Consent Agenda

- **BOS Minutes – June 10, 2019**
- **Accept Resignation Letter from Peter Canny from Planning Board**
- **Approve Updated Fee Schedule for “In-House” Cemetery Services**
- **Special One Day Liquor License – Joshua Crosby Misery Challenge**
- **Community Preservation Act Funding support letter to legislators**

Minutes of June 10, 2019 will be held for editing by the Board.

*Ms. Driscoll moved to approve the Consent Agenda with the Minutes of June 10, 2019 held; Mr. Steinert seconded the motion. The Motion passed unanimously.*

#### 7) Correspondence

- **Letter Re: Singing Beach Concerns**
- **Letter Re: Amitee Fiber Optic Submarine Cable System Expanded Environmental Notification Form – MA Environmental Policy Act Office**

The Board noted the Singing Beach Letter was sent anonymously.

#### 8) Town Administrator’s Report

Board Discussed upcoming meetings: Mr. Boling stated the Board would schedule meetings for 3 months and project meetings for the next 3 months. Scheduled dates are at end of Minutes.

The Board discussed shark spotting’s and the Board’s responsibility in sharing information with the Public. It was concluded the Board will rely on professional staff to develop a plan. It will be the Harbormaster’s responsibility to notify the public of potential danger.

## 9) Discussion with Finance Committee: Fund Balance Use and Local Receipts

Finance Committee members: Mr. Creighton, Mr. Oldeman, Mr. Weld, Ms. Mellish and Ms. Harrison joined the Board of Selectmen.

Mr. Creighton initiated the discussion by stating the Town has historically been conservative in estimating local receipts and reserves have increased significantly. Current reserves total \$5.7M or 16% of the operating budget. In 2011 reserves were 5-6% of the operating budget. If the Town were to target 10-12% the total would be \$3.7M. Effectively the Town is sitting on \$2M more in reserves than we have targeted.

Two questions evolve:

- What to do with the funds?
- How to estimate receipts and budget going forward? (in order to prevent higher than targeted reserves in the future levels.)

The Finance Committee has considered the following options for the \$2M.

- Reduce debt – debt of Town or School
- Reduction in tax rate
- Increase investment in OPEB
- Accelerate capital projects

The Committee is uncomfortable with stock piling funds that the Committee feels need to be brought before voters. Ms. Mellish stated funds are in reserves and the Town needs to be more realistic in estimating receipts.

Mr. Weld stated the voters have not had the opportunity to approve the overage in receipts and he believes if you told taxpayers the annual overage was \$700K they would be asking questions like why did we cut teachers? He believes it is fiscally responsible to have a 10-12% reserve level.

Ms. Driscoll asked how the Committee proposed easing the burden of the new elementary school project? Mr. Oldeman replied there currently are bonds for the HS and the new elementary school and to ease the burden on taxpayers use excess funds for that purpose. Ms. Mellish stated reducing the school debt would be a year-to-year decision.

Mr. Oldeman also stated using funds to address well thought out capital projects was also an option. Ms. Harrison stated overspending on capital projects has resulted when the Town built things before they are well planned. It's important to put funds into capital projects that the Town can reasonably handle with its engineering capabilities.

Mr. Weld stated the other part of the discussion is how the Town estimates receipts going forward. The Committee developed a couple of formulas, but he believes Mr. Federspiel and Ms. Mainville are better prepared to develop that formula. According to Ms. Harrison, the Committee had talked about a 3 or 5-year average of actual receipts and taking somewhere between 80% to 90% as our next estimate not just increasing the current estimate by 10%.

Mr. Bodmer-Turner asked how difficult it would be to use excess reserves to reduce the burden of school projects under the regional agreement? Ms. Mellish responded we

would decrease what we charge taxpayers in a given year, the total payment to the District would not change. Ms. Mellish agreed the Town would be adjusting down the override on a year-to-year basis. Mr. Steinert asked if we would be paying the District the same amount? Ms. Mellish replied, yes.

Mr. Steinert expressed concern for the optics around school funding. The Town and District won the vote for school funding and he did not think adjusting that override was a good choice for the Town. Ms. Harrison indicated the Town voted for substantially more than was needed due to the reduced interest rate on the bonds for the new elementary school. If the Board recommended reducing the rate again, she does not believe there will be complaining among Town residents.

Mr. Boling discussed the option of putting additional funding into OPEB. He stated the Town is doing a spectacular job with funding this obligation. He does not see a real benefit, especially in light of the Town's need for capital projects and the annual escalating costs of construction, to increase funding in OPEB. Mr. Boling indicated OPEB is not a tangible benefit for residents.

Ms. Mellish stated the Town can feed current health insurance premiums through OPEB and merge the two areas to earn money and decrease current costs. Additionally, she pointed out the Town lost money with the stabilization account this year and OPEB is making a good and reliable return. Mr. Federspiel agreed with Ms. Mellish, it is possible to put funds into OPEB for health insurance premiums. Mr. Boling concurred if the earnings came back in a tangible manner.

Mr. Boling indicated some of the money that has been stockpiled in the past could go for a Senior Center. It is better to put money into that than to ask the taxpayers for another debt exclusion. He believes funding a Senior Center is a pretty good choice for the reserves.

Mr. Oldeman stated he is placing no value on the Senior Center but working on the back log of pipes and water has been a focus of the Town and the Town's capital plan. Mr. Creighton indicated there is room to do a few things; specifically mentioning the Senior Center and Affordable Housing and it is best achieved if the planning is well thought out; we need to be thoughtful and purposeful when spending the available dollars.

Mr. Boling asked about any historical research on our local receipts.

Ms. Harrison has researched the question and reviewed receipts for 2007-2017. In the depth of the recession the receipts dropped by 10%. Mr. Bodmer-Turner asked how long it took for the receipts to return to their previous level. Ms. Harrison stated 3-years and she had been hoping for a different number attempting to find a good reason to underestimate receipts because of the volatility of financial trends. Mr. Weld pointed out if volatility is only 10% in a global economic crisis the Town was doing well.

Mr. Creighton asked Mr. Federspiel for a breakdown of Town receipts. Going on memory, the numbers are in the range of:

- Total receipts are \$2M
- \$800K - \$900K is excise tax

- Permits are \$250K
- Parks and Recreation receipts another \$250K

Mr. Boling asked if there was anything additional the Finance Committee would like to share with the Board. Mr. Creighton indicated the Committee was anxious to start the budget process and estimated receipts for past 7-years is a starting point. Mr. Oldeman stated the 5 to 10-year capital plan with engineering consideration for all projects was a priority.

Mr. Steinert asked about the 10 year plus plan and mapping out what needs to be accomplished for the Town beyond the 5-10-year capital plan. He mentioned Harbor dredging. Mr. Creighton reiterated the Committee's focus on comprehensive planning with concrete engineering and prioritization of all capital projects.

Preliminary discussion focused on regionalization; the final report is expected in July and disappointedly there is likely no magic bullet for significant savings.

## **10) Executive Session**

### **Per M.G.L. Ch. 30A, Sec. 1 (a)(2) To discuss contract negotiations with non-union personnel: Town Administrator**

*The Board moved to go into executive session to discuss negotiations with non-union personnel, Town Administrator.*

*Mr. Boling yes, Ms. Driscoll yes, Mr. Steinert, yes and Mr. Bodmer-Turner, yes.*

### **Board will Return to Open Session**

*The Board moved to exit executive session having concluded discussions regarding negotiations with non-union personnel, Town Administrator.*

*Mr. Boling yes, Ms. Driscoll yes, Mr. Steinert, yes and Mr. Bodmer-Turner, yes.*

*Ms. Driscoll moved to approve the final draft of the Town Administrator's contract with two edits (two weeks vacations amended to 10 days and in section 6 paragraph 4 word amended from Town to Board); Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.*

### **Reserve Fund Transfer:**

*Ms. Driscoll moved to approve the reserve fund transfer in the amount of \$25K to fund police salaries; Mr. Steinert seconded the motion.*

Mr. Bodmer-Turner offered a friendly amendment to the motion indicating the \$25K is not in addition to the previously approved \$7K. Friendly amendment was accepted.

*Ms. Driscoll moved to approve the amended motion, Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.*

*Ms. Driscoll moved to approve the reserve fund transfer in the amount of \$2000 to fund Conservation Commission salaries; Mr. Steinert seconded the motion. The motion passed unanimously.*

**Adjourn:**

*Ms. Driscoll moved to adjourn, Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.*

**Meeting Documents:**

- Town Administrator's Report
- Consent Agenda Items as Listed
- Reserve Fund and Budget Transfer Documents
- Correspondence Items as Listed
- Winthrop Field Annual Report to the Board
- Cemetery Pricing Analysis
- Comprehensive Listing of FY 2020 Elected and Appointed Officials
- Liquor License Application for Helen's Bottle Shop LLC
- Town Hall Landscape Design Plan

**Upcoming BOS Meeting**

- July 8, 2019
- July 12, 2019
- July 22, 2019
- August 5, 2019
- August 19, 2019
- September 3, 2019
- September 16, 2019