



MANCHESTER-BY-THE-SEA

BOARD OF SELECTMEN • TOWN HALL
Manchester-by-the-Sea, Massachusetts 01944-1399
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MINUTES OF THE BOARD OF SELECTMEN

September 3, 2019

6:30 p.m.

Town Hall, 5

MEMBERS PRESENT: Chairperson, Mr. Boling, Ms. Driscoll, Mr. Bodmer-Turner and Mr. Steinert

MEMBERS ABSENT: Ms. Jaques

STAFF PRESENT: Town Administrator, Mr. Federspiel, BOS/TA Executive Assistant, Ms. Nathan, DPW Director Chuck Dam

GUESTS: Robert Coyne, Ron Skates, Gar Morse, Andrew Russo,

PRESS:

Mr. Boling called the BOS meeting to order at 6:32 p.m. He stated the meeting was being recorded by Studio 1623 (Cape Ann TV) for later broadcast and by Ms. Nathan for accuracy in the minutes. He asked if anyone was recording the meeting to let him know and requested attendees to silence their cell phones.

Mr. Boling asked if there was public comment on items not on the agenda.

Robert Coyne, 115 Beach Street, stated his opposition to Project Concept #16 on the list of Complete Street priority projects. The project calls for expanding the sidewalk on Beach Street to a 10' wide shared user path. As an abutter, Mr. Coyne felt there are better uses of town funds and that the widening of the sidewalk is a black eye for the community.

Mr. Boling informed Mr. Coyne that the process for the Complete Streets project hasn't changed. Previously, we had to get bids on the projects before we could make any decisions, but no companies submitted bids. We got an extension on the grant until July 2020, and have put out new requests for bids. The process will be the same as was discussed some months ago—once we have received bids, we will have follow-up public meetings to discuss the options. Until we have the bids, the process cannot move forward.

Ron Skates, 4 Boardman Avenue, Singing Beach Club President, expressed his concern for the safety of the street and asked if he would be notified when and if the project goes forward.

Gar Morse, 11 Jersey Lane, stated his opposition to the new bump-out on Union Street. He believes there is plenty of room for a new handicapped accessible ramp, without the construction cost of a full bump-out and its resulting loss of parking.

2) Public Safety Leadership

The TA reported that we have been in a holding pattern regarding possible new chiefs for the Fire and Police Departments while waiting for the shared services report. Now that the report is out the findings conclude that no significant changes need to be made to either Essex or Manchester-by-the-Sea's public safety organization. Thus, assuming we stick with our current organization, we should start the process of selecting a new Fire Chief by forming a committee consisting of a retired Chief, Interim Fire Administrator, taxpayers and call/career firefighters. The selection committee would be tasked with soliciting applicants, doing an assessment and vetting candidates. For budgeting purposes, the process should be completed by the Annual Town Meeting.

The Police are in a different position as there is an in house interim Chief of Police in place. TA Federspiel and a couple of members of the Board of Selectmen will sit down to discuss Interim Police Chief Fitzgerald's interest in the Police of Chief position and then decide whether the process needs to go further. Mr. Bodmer-Turner volunteered. Administrator Federspiel will reach out to Ms. Jaques to see if she's available to assist with the process. If not, either Ms. Driscoll or Mr. Steinert is available if needed.

Administrator Federspiel didn't feel there was a need to hire a recruiting firm for the Fire Chief search. He believes that when the Town advertises for the position it will receive the same resumes as a recruitment firm and that the Town has been through this process before and as a result has experience in this area.

Mr. Boling asked for a description of how an assessment would be conducted providing the Board with a clear picture before the decision is made to go with the assessment process or not.

Administrator Federspiel was directed to recruit volunteers to serve on the selection committee via the Cricket. He will update the Board on both searches at the September 16th meeting.

3) Discussion – Notice of Funding Availability for Housing Authority Properties

The state is offering a new grant opportunity where local housing authorities partner with a private developer who works with the local housing authority in re-developing housing authority properties. The private developer must, at a minimum, retain the existing number of affordable housing units and completely renovate them while being allowed to build new market rate units on the available property.

The process involves first soliciting a development partner and then, in conjunction with the chosen developer, putting together a redevelopment proposal. The deadline to submit the grant application is December 11. Staff support could be offered to help with grant development. The Affordable Housing Trust has a high level of interest in this program. The grant offers up to \$80,000 per unit or over \$5 million for Manchester. The amount can be supplemented by a private developer. The Housing Authority and the chosen developer decide on the scope of the work.

Ms. Driscoll stated that she is all for pursuing/exploring this opportunity. Mr. Boling stated that the grant would provide a very much needed update to the Authority's current housing which is woefully underfunded. Mr. Bodmer-Turner stated that he is not ready to make a decision at this point as he first wants to attend the Housing Authority meeting on September 5. He will report back to the Board at the September 16 meeting.

4) Review Staffing Option to Bolster Administrative Services-Continuation

Two staffing options were presented:

Option A includes a Communications and Community Engagement Coordinator (18 hours/wk), Administrative Clerk (18 hours/wk), Chief of Staff (37.5 hrs/wk) and HR Consultant (varies).

Option B includes a Communications and Community Engagement Coordinator (18 hrs/wk), Administrative Clerk (12 hrs/wk), Executive Assistant (37.5 hrs/wk) and Director of HR & Administrative Services (40hrs/wk).

Each position was accompanied by a job description.

Option A is easier to implement. The duties of the current Executive Assistant would be divided between a clerk/receptionist and an Executive Assistant/Chief of Staff to off-load some of the Town Administrator's duties. HR is handled by a vendor or through a shared arrangement with another town. Currently, the TA is in talks with both Rockport and Hamilton to discuss the possibility of sharing an HR position between the towns. The roll out is incremental as it allows the Town to grow the HR role. Currently it's a fairly dispersed role. Some staff has expressed a preference for someone from outside of Town Hall to handle HR functions.

In Option B a new Director of Human Resources and Administrative Services would be hired as a new second in command position to even further free up time of the Town Administrator. Rather than slowing growing the HR function, this approach immediately ramps up this function to half time position and puts into place a second in command position. Given that the Town is in a healthy financial position this might be a good time to implement this complete solution at once rather than get to this point more incrementally.

We currently have funding to support the Communications and Community Engagement Coordinator and HR positions.

Mr. Federspiel pointed out that his preference for either option is heavily dependent upon who applies and the depth of their experience.

Discussion ensued with many ideas for solutions shared.

Ultimately, the Board favored a more incremental approach feeling that we do not yet fully know what our HR needs will ultimately be. The TA was instructed to pursue filling the communications position and to further articulate how best to address the other administrative needs.

5) Consent Agenda

- Filming at Tuck's Point

- Solar Installations at Treatment Plants
- Declaration of Surplus Property – Town Clerk Safe

Ms. Driscoll moved the items in the Consent Agenda contingent upon removing the Solar Installations at Treatment Plants item at Mr. Boling's request as it was not a great deal for the Town. After further discussion it was decided to hold off on a final decision on the water plant as well pending further review. Mr. Bodmer-Turner requested Mr. Federspiel check into whether there is any liability to the Town regarding the presence of asbestos if no money was exchanged with regards to the surplus property. Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.

6) Correspondence

- Letter from Xfinity re: Changes to TV Services
- Letter from Seaport Economic Council
- Notice of Proposed Expansion Crocker's Boat Yard
- Letter from Beth Heisey re: Announcement of Retirement

Mr. Boling requested flowers and a letter of thanks with regards to her many years of service be given to Mrs. Heisey.

7) Town Administrator's Report

Veteran's Memorial- A request was made by Ms. Sheila Hill, 2 Running Ridge Row, for the Board to discuss alternative locations for the Veteran's Memorial at a future meeting. Mr. Boling stated that it wasn't reasonable for the Board to reopen this subject.

Next step: Mr. Boling will write a letter to Ms. Hill explaining that the Veteran's Memorial will not be open for discussion at an upcoming Board of Selectmen's meeting as due diligence was done and the necessary permits were received.

Speed Limits- Interim Police Chief Fitzgerald is convening a group of stakeholders to review speed limits throughout town and the safety zone with the goal of developing a set of recommendations for the Board to approve.

Next step: Mr. Bodmer-Turner offered to attend the Speed Limit committee's next meeting.

Complete Streets- The grant award was extended until next July. The bids for paving work went out including the various complete street projects as alternative add-ons. The hope is that bids are received for the work. An update will be provided at the end of the month with staff recommendations.

Central Street Culvert-The project is entering its permitting phase. It will be next summer before we have all the determinations on permitting. Costs have risen significantly. We will be talking with Brad Hill and Bruce Tarr regarding additional funds that may be available from the State.

Harbormaster Office/Maritime Facility-A study group with reps from various boards (Planning, Conservation, HAC, P&R) will start meeting the week of 9/9. A consultant will do an analysis of a couple of locations (one near the Doughboy statute and one in Reed Park up against the RR tracks.) Public forums will be scheduled in September and October. Mr. Boling has offered to represent the Board on the study group.

8) Compost Presentation with FinCom

Andrew Brousseau, from Black Earth Compost, presented information on the proposed project to move the compost site from its current location at School Street to the town's landfill site on Upper Pine Street. The move will utilize the difficult to use landfill space and will free up the entire 2.8 acres at School Street for the town's use.

The state of the art facility will include a 150' x 60' concrete aeration floor that will provide air to the compost during the initial crucial stages of decomposition. The aeration floor will be enclosed by a fabric building that will protect these initial piles from seasonal precipitation. The building also detains the air produced by these compost piles and pushes it through ducting into a bio filter that treats the odors.

The total estimated cost of the project is \$1,000,000. The Town of Manchester received a \$400,000 grant from the Massachusetts Department of Environmental Protection (DEP) to facilitate the move and build an advanced compost facility at the landfill. The town will match with \$250,000. Black Earth will contribute approximately \$350,000 to the facility. The town of Manchester will own the facility but not the operating equipment.

Black Earth is willing to invest their own capital funds in the proposed new composting facility in exchange for a 20 year land lease. Voter approval for this lease is required. State law exempts solid waste services from the normal bidding rules thus we are allowed to negotiate a deal with Black Earth. Black Earth proposes that they can run both the transfer station and the composting facility for the town.

Chuck Dam, DPW Director, stated that the current operation is not sustainable as is. Due to complaints from neighbors regarding the odor and the nuisance, something needs to be done. Bringing odor inside will address those concerns. There aren't many other options with regards to alternative sites.

The Commonwealth of Massachusetts is pushing hard for this kind of facility because new landfills are no longer being built. Organics make up 30% of the trash stream. Black Earth's goal is to expand services (i.e. electronics) down the road.

More serious engineering would need to be done before the proposal is brought before the voters. Hurdles for the permitting process, due to the proximity of wetlands, requires the next level of design to address them. Mr. Boling stated that more clarity on the permitting process is needed before Fall Town Meeting. A financial supplemental component and lease component are needed for Fall Town Meeting.

The FinCom and the Board of Selectmen support the project on its merits assuming all concerns can be addressed

**9) Other matters, as may not have been reasonably anticipated by the Chair
(discussion only.)**

10) Adjourn

Ms. Driscoll moved to adjourn the Board of Selectmen meeting; Mr. Steinert seconded the motion. The motion passed unanimously.

Meeting Documents:

- Consent Agenda Items as Listed
- Correspondence Items as Listed
- Job Descriptions
- Black Earth Regional Compost Proposal
- Public Housing Innovations Notice of Funding Availability

Upcoming BOS Meeting

- September 16, 2019
- October 7, 2019
- October 21, 2019