



OFFICE OF THE  
PLANNING BOARD  
TOWN HALL, 10 CENTRAL STREET, MANCHESTER-BY-THE-SEA, MA 01944-1399

Minutes of Planning Board Meeting  
Town Hall - January 14, 2019

Present: Chairman Canny, Members Coons, Delisio, Fish, Foley, Mastrogiacomo, Sullivan

Town Planner Brown was present. Also present for the Master Plan discussion were Master Plan Committee Co Chairmen Sue Beckmann and Gary Russell, and Selectman Becky Jaques.

Chairman Canny called the meeting to order at 7:00 p.m.

Preserving Historic Estates Through Re-use, Informational Meeting, Sean Ward

[Not all members were in favor of listening to the presentation as the topic had been removed from the Master Plan.]

Mr. Sean Ward, Cedar Hill Road, Danvers made a brief presentation on properties in other towns that he and others had purchased and re-used or converted. He described the Pierce Farm in Topsfield which he had turned into a wedding venue. He said he has worked in affordable housing since 1995. He said he is a proponent of demolition delay by-laws and suggested that Manchester introduce an Estate Preservation type by-law that allows estates to be preserved through uses other than single family.

Mrs. Sullivan suggested that the Board bring his suggestions up when the by-laws are reviewed.

Mrs. Foley expressed concern that a conference center would cause parking problems.

Master Plan Approval Adoption, Brown

Town Planner Brown said that although “A Historic Preservation Bylaw” was one of the strategies that towns-people expressed that they really liked, at the request of the Board she had removed it from the Master Plan.

Ms. Brown said the recommendation for a “Design Review Committee” was taken out of the Master Plan early on in the process. Responding to Mrs. Sullivan regarding a Design Committee, Ms. Brown said the Design Review Team is a Technical Review Team of Town Staff. In terms

of the Grant application process, the grant application process is run by each department. People in different departments apply for grants of various types.

Mrs. Delisio said for the record that when the Board got to review of the Plan line by line, she had a concern and her concern was not listened to.

Chairman Canny asked if the Board was ready to vote on the Master Plan.

Mrs. Sullivan said she is not ready to vote. The Board needs to be sure that there is nothing that still needs to be done. She expressed concern about the oversight process.

Mrs. Foley said she would like to hear about Ocean Street first. She said she has no problem waiting to vote until everyone is comfortable.

Mr. Canny said the Board, the Master Plan Committee and the Town Planner have spent an enormous amount of time on this Plan.

Ms. Fish said she is ready to vote. Ocean Street is a different issue.

Mr. Mastrogiacomo said he is prepared to vote. Board members had already been asked for their comments. After all the hard work, he is ready to vote.

Ms. Delisio said she is prepared to vote.

Mr. Coons said the Master Plan is a guideline. It was prepared very well. He is ready to vote.

It was the consensus of the Board to table the vote to February 11. Members were asked to send their input to the Town Planner or the Board's secretary by January 28.

Ms. Brown said her office door is always open. She said that less than a quorum can meet with her in the office.

Regarding the Master Plan document, Ms. Brown said it will be a 60 to 80 page document. After approval of the content of the Plan it will go to a graphic designer for organization and formatting. A limited number of copies of the full Master Plan will be made. It will be posted on line. There will be a ten-page summary for broader distribution to residents.

#### Correspondence received re Ocean Street

Mr. Canny acknowledged receipt of email correspondence which had been submitted to the Board of Selectmen with copies to the Planning Board relative to a grant which had been applied for to study Ocean Street. Copies of the emails are on file in the Planning Board file cabinets in Town Hall.

Mrs. Sullivan said the Board is not informed about Grants that are applied for.

Mr. Mastrogiacomo said there was a grant for a study of the feasibility of Ocean Street and other low-lying roads. He believes that the language for the grant was being modified.

Ms. Brown said it is not typical to talk to the Town residents before applying for a grant. Often the window to apply is very limited.

Selectman and Co-Chairman of the Master Plan Committee Susan Beckmann said the purpose was to submit the grant to get the information. It was for information purposes.

Mr. Gary Russell, Co-Chair of the Master Plan Committee, said the recommendation about proactive planning for climate change came from the Hazard Mitigation Plan. He said the controversy arose out of mis-information. There was already a process in place.

Charles Goddard, Esquire, representing James Welch, a summer resident of Ocean Street, asked to be “in the loop” regarding the plan as it affects Ocean Street and asked whether notice will be given to the people in town who will be affected thereby.

#### Report to the Town Report

After a brief discussion, and upon motion made by Mr. Coons and seconded by Ms. Delisio, it was VOTED to approve the Planning Board’s Report to the Town Report as slightly amended.

#### Minutes

Upon motion made by Mrs. Sullivan and seconded by Mrs. Foley it was VOTED to approve the Minutes of November 5, 2018 as slightly amended.

Upon motion made by Ms. Delisio and seconded by Mrs. Foley it was VOTED to approve the Minutes of November 19, 2018 as slightly amended.

#### Discussion of Bylaw changes/revisions

After discussion of by-law changes for the April, 2019 Town Meeting, it was the consensus of the Board to wait until the proposed re-codification process.

#### Hiring process discussion and Budget for re-codification consultant, discussion, Sullivan

After discussion, it was the consensus of the Board to have the expert who is chosen to prepare the re-codification of the zoning by-laws start this fiscal year, as soon as possible. Ms. Brown will put a hold on \$5,000 of the available funds in this year’s budget. She will ask Mr. Bobrowski about his availability and will share the scope with a total of three experts for their quotes, with the caveat that the \$40,000 for the project has not yet gone before the Town for approval.

Responding to Mrs. Sullivan who asked how the Town hires consultants and whether there should there be an RFP for the project, if we are going to spend \$40,000, in general, how should

there be an open, transparent process to hiring consultants, what is the process and if there is no process what should the process be, Ms. Brown said the Town is bound by 30B, Public Procurement Law. The law has recently been changed so that for any project under \$50,000 the Town is not required to do anything but follow Best Management Practices which includes requesting, documenting and filing three quotes to secure those services. There are some things that are exempt from public procurement law: services of an accountant, a lawyer and one other. Even when the Town is not required to follow public procurement procedures, our general policy and best practice is to get at least three quotes. We would share the scope with three different people and request a quote from those people. One other caveat is that the Town does not need to put out an RFP to work with its regional planning agency, such as MAPC.

Responding to Mrs. Sullivan who asked if, other than because we are doing best practices, the town despite the \$50,000 is asking for three people, Ms. Brown said the Board can say that they want Mr. Bobrowski but she will reach out and submit the scope to three lawyers.

Responding to Mr. Coons, Ms. Brown said the Town does not have to take the lowest bid for lawyers, accountants and the other it is not necessarily the lowest bid but it is the lowest responsive bidder.

#### CPC Update

Mr. Mastrogiacomo submitted a spread sheet of all CPC projects which will be submitted to the Selectmen.

#### Affordable Housing

Mrs. Sullivan explained how the lottery process works for affordable housing.

#### Future Agenda Items

Ms. Brown reported that the architect for the Manchester Memorial School will make an informal pre-application presentation at the February 11, 2019 meeting.

There being no further business to come before the meeting, and upon motion made by Mr. Coons and seconded by Ms. Fish, it was VOTED to adjourn. Adjourned at 9:50 p.m.

Submitted,  
Helene Shaw-Kwasie, Secretary

Approved by the Board on February 11, 2019  
Connie Sullivan, Clerk

N.B. These minutes are not verbatim. They are the secretary's interpretation of what took place at the meeting.

Copies of all documents referred to in these minutes are located in the Planning Board file cabinets.

List of Documents Received for use at this meeting:

CPC Spreadsheet of Projects

Minutes November 5, 2018

Minutes November 19, 2018

Revised November 18, 2018 Draft Master Plan

Draft Report to the Town Report

Collection of emails to other Boards on which the Planning Board was copied from residents:

Furlong, Nelson, Alvarez, VonMetzch, Kelley

Town of Lexington Section 5.0 General Regulations

Planning Board FY 2020 Budget

LCD Zoning Report Draft

Master Plan January 14, 2019 Goals