



MANCHESTER-BY-THE-SEA

SELECT BOARD • TOWN HALL
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MINUTES OF THE SELECT BOARD

January 17, 2023 6:30 p.m. Hybrid Meeting

Join Zoom Meeting, Meeting: ID 831 5209 9138 Passcode: 694903 Mobile: 1.646.558.8656

MEMBERS PRESENT: Ms. Jaques, Chair, Ms. Harrison, Vice-Chair, Mr. Round, and Ms. Bilotta (remotely)

MEMBERS ABSENT: Mr. Sollosy

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

GUESTS: Police Chief, Todd Fitzgerald, DPW Director, Chuck Dam

PRESS:

Ms. Jaques called the Select Board meeting to order at 6:31 pm and four members were present by roll call.

Public Comments on Non-Agenda Items: None

Chairman's Report & Action Items: The Board reviewed the Action list.

9. Consent Agenda:

a. Approval of Minutes – December 19, 2022

Ms. Harrison moved to approve the minutes of December 19, 2022; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.

b. Keeper of Animals Permit – 89 Bridge Street

Ms. Harrison approved the Keeper of Animals Permit for Andrew and Jennifer Migonis; Mr. Round seconded. Motion unanimously approved by roll call vote.

10. Liaison Updates

Ms. Harrison spoke on the School Committee meeting. She expected the School Committee to favor more money for the school but a number of people attending thought they were asking too much. The Committee is not ready to approve their budget. The collaboration group is meeting tomorrow morning to discuss further.

Ms. Bilotta informed the Board the Planning Board will be holding their retreat on Monday at 6:30pm at the Community Center and this is an in-person meeting.

1. Water Resources Protection Task Force Update:

Steve Gang, Chair of the Water Resources Protection Task Force, reviewed the presentation, which is available in the packet, with the Board.

Mr. Round feels that the Task Force's recommendations fall into 2 parts; first is conservation. If the Town could get our water consumption down, it would give us more flexibility to decide what to do in the future if incidents arise. The second part is problems with contaminates.

Mr. Federspiel stated he is leery to give up a drinking source due to the challenges of implementing new sources. Mr. Gang agreed with Mr. Federspiel. The approval process would be years and costly if the town asked the state to drill a new well. He explained that DEP & EPA representatives on the Create Team this summer, said that Manchester needs another source of water; they are worried about the Lincoln Street well and salt water intrusion with sea level rise.

Chuck Dam, DPW Director, explained that the Town supplies the State with an annual statistical report that accounts for where the water is coming from and where it is going. This year, more water was pumped out of the Lincoln Street well than Gravelly Pond due to the response of the draught. He also said that the Town needs to consider the effects of the distribution system.

Mr. Federspiel asked if Mr. Gang had a sense of an amount that the Task Force would be looking for the coming year. Mr. Gang answered that he is not sure right now and we may have some carry over from the initial amount.

2. Pine Street Traffic Calming Discussion:

Chuck Dam, Director of DPW, explained the Traffic Calming Policy to the Board and he would like to see it through to the end in terms of process and what projects need to be implemented. He is cautious to implant any calming techniques, which could set us up for failure on any other roads in the future. This is why we implemented the Traffic Calming Policy. He received more data from the Police Chief that shows that the accident rate has gone down in the past 23 years on Pine Street. He stated that there is speed restriction from Central Street to Woodholm Road. The Police also has a speed feedback trailer and traffic cameras that he would like to be put out in early spring. All of these measures are listed in the policy. Central Street will be closing soon due to the reconstruction of the culvert and dam so Pine Street would be the detour and we will be paving School Street in the spring. He also explained he looked at the complete streets projects from years ago and there was a shared use path on Pine Street. He has considered delineator posts but 40% typically need to be replaced in first year and they will be a maintenance issue. He asked to stick to the Traffic Calming Policy.

Mr. Round asked if we are monitoring the speed on Pine Street. Police Chief Fitzgerald said that the equipment was installed today in the new speed zone area.

Ms. Harrison expressed her concern about adding a practice field that will attract younger kids and to have them ride their bikes instead of cars dropping them off. She would like to make sure that is factored into the plans when the field becomes available. Mr. Dam explained that there will be sidewalks and crosswalk installed and it might be a good location to pilot the area with

sharrows, which is a painted bike and arrow symbol on the pavement, to let the motorist know they need to share the road with cyclists.

Ms. Bilotta followed up on Ms. Harrison concerns. She has heard some good information and asked if Mr. Dam has looked into painting 3D crosswalks. Mr. Dam said he has not looked into them for Pine Street, but he has reviewed the ones in Medford. Ms. Bilotta asked him to consider these type of crosswalks as they are visually attention grabbing. She also asked him for a timeline so the Board has a clear understanding when each step of the Traffic Calming Policy will be implemented. Mr. Dam will send a timeline along to the Board.

3. MBTA Zoning Discussion:

Mr. Federspiel stated that the new MBTA zoning is part of a new state law mandating communities with community rail service to consider new zoning to allow by right multi-use housing. Town staff put together a proposal and action plan that was presented at the joint meeting with the Planning Board. He asked the Board if they had any additional comments on the plan before it is sent off by the end of the month. He also would like to discuss the structure of the Task Force which will be headed up by the Planning Board and Select Board. He stated that the majority of the Planning Board was in favor of the structure.

The Board reviewed the Action Plan submittal.

Ms. Harrison asked if we should send the Master Plan and Housing Production Plan as additional documents to demonstrate to the State we are working toward advocating for more diversity of housing. Mr. Federspiel answered he will work with the Interim Town Planner to find out if the state is looking for that type of additional material.

Mr. Round asked if appearance in the Historic District is an acceptable consideration of the site plan review process, as long as it is reasonable. Mr. Federspiel answered that it would be reasonable as long as it is universally applied to both single and multifamily homes.

Ms. Harrison moved that the Board authorize the Interim Town Planner to submit the application for the MBTA zoning project; Mr. Round seconded. Motion unanimously approved by roll call vote.

Mr. Federspiel asked if the Board had any comments about the Task Force. The Board discussed and were in favor of a Task Force to consist of one Select Board member, two Planning Board members, one Finance Committee member, one Downtown Improvement Planning Committee member, one Historic District Commission member, one Zoning Board of Appeals member and two at-large members, one having a background in Climate Change.

Ms. Harrison asked what the charge will be? Mr. Federspiel answered that they will be charged to assess whether the Town should proceed and comply with MBTA zoning.

4. Affordable Housing Trust Update: Update will be discussed at the February 6, 2023 meeting.

5. Discussion Items:

b. Dispatch Community Outreach – Mr. Federspiel stated the Town has been dealing with some staff changes in the Police Department. He explained that the department has lost almost all reserve officers due to Police Reform, which require them to be full time academy trained and they are leaving for full time positions. Reserves have been used for staffing dispatch and losing them is hurting staffing. The Chief has a strong candidate that can provide assistance in dispatch. He stated Regional Dispatch has been working extremely hard and is comfortable taking over at the beginning of March. The Town would continue working with dispatch staff to have the transition go smoothly and to continue to staff the lobby.

Chief Fitzgerald explained that the Department only has three dispatchers and three reserve officers, which are retirees, so they can only work a limited amount of hours. Without bringing on a new staff member the department would not sustain the workload.

Mr. Federspiel explained another option was discussed which would have firefighters take over dispatching fires and officers will handle the Police calls.

Ms. Harrison asked who would answer the 911 calls? Chief Fitzgerald explained the Police Department would answer all calls, then would transfer to Fire if it was requesting a fire or ambulance service.

Ms. Bilotta stated we should look at the March 1st start as an opportunity to use the dispatchers for data conversions and to begin tasks sooner.

Mr. Federspiel asked if the Board is agreeable to bring on the new officer to help with filling the dispatch shifts.

Ms. Jaques asked how soon the new officer would start? Chief Fitzgerald stated he would start in the morning. The Board was agreeable with bringing on the new officer.

Mr. Federspiel discussed with the Board the best way to communicate this new information to the public. Regional is agreeable to hold open houses at the center and to hold public meetings.

Mr. Round asked about a communication plan. Ms. Bilotta thought Regional had a draft plan for the Board to review. She knows the timeline has shifted and some timing of the communications may need to happen now or further on.

Ms. Harrison asked when Regional staff could come before the Board. She would like it to happen before March 1st. Mr. Federspiel will try to have Regional attend the February 6th meeting.

a. Ambulance Options –

Ms. Harrison stated she is concerned that we have advertised ambulance services the town does not provide. Changing the Squad to a Paramedic Response Vehicle would provide the service that the residents think they are getting. She also noted that many calls refuse transport, so the Response Vehicle would provide the service they need.

Ms. Bilotta stated she agrees with the conversion of the squad. It would be short money to convert and would provide good service. The amount of refused transports make it an even better option.

The Board will attend the Finance Committee meeting on February 9, 2023, at 7:00pm to provide their recommendation of conversion of the Squad.

6. Select Board Policies – Second Reading: Correspondence:

Ms. Jaques informed the Board that she would like to have Town Counsel look at the policy and bring it back for a second reading on February 21, 2023.

7. Public Notices:

b. Seaport Economic Council Grant

Mr. Federspiel announced that the Harbormaster received a grant from the Seaport Economic Council in an amount of \$568,250 for the extension of the transient docks at Reed Park. He is also hopeful for another grant to cover the rest of the cost. If granted, no town money will be spent on the project.

8. Town Administrator's Report:

Governance Project: Susan Beckmann is ready to provide a detailed presentation to the Board on the results of her conversations with department leaders and analysis of boards and committees. He would like to schedule a dedicated special meeting on January 25th or 30th.

The Board decided to schedule the special meeting on January 30th at 4:30pm.

Citizen engagement: He remains eager to have the Board embark on a concerted outreach effort later this winter and through the spring. Housing and MBTA Zoning, Harbor Plan and Climate resiliency work can be a focus of discussions along with general feedback on town matters. This can be discussed further as part of the special meeting on the governance project.

Quarterly Reviews: He informed the Board they he is targeting the next quarterly reviews for Chief Fitzgerald and himself for the February 6th meeting.

Jersey Lane and the connection through to Forster Road: Mr. Federspiel explained the issue with Jersey Lane. Large trucks are trying to navigate the narrow connection between these two roads have had to back down. At the request of one of the property owners a no thru-truck traffic sign was erected at the entrance to Jersey Lane. This same owner seems to be taking things a step further and trying to block traffic in general along this stretch of private road (which is open to the public and the Town plows.) He stated that part of the issue is that since it is a private road, the cost of maintaining the road is the responsibility of the property owners along the way and there is disagreement on how this should happen. Excluding truck traffic is an option but to do it properly requires a formal public hearing process. The Board will discuss this at the February 6th meeting with residents of the road likely attending.

MMA Annual Conference: He stated that he will be attending the MIIA Board meeting and annual conference next Thursday through Saturday.

9:12pm – *Mr. Round moved to adjourn the meeting; Ms. Harrison seconded. Motion unanimously approved by roll call vote.*

Meeting Materials:

WRPTF Presentation

Correspondence Policy Draft

Public Notice

Consent Action Items

Upcoming Meetings:

February 6, 2023

February 21, 2023