



# MANCHESTER-BY-THE-SEA

PLANNING BOARD • TOWN HALL  
Manchester-by-the-Sea, Massachusetts 01944-1399  
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## Minutes of the Planning Board

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Monday, February 13, 2023 6:00 p.m. Room 5, Town Hall Hybrid Meeting with Public on Zoom

<https://us06web.zoom.us/j/86389861741?pwd=TkVPMEtHcG53NXdZRGRYT3BNZko5Zz09>

Meeting ID: 863 8986 1741 Passcode: 500124 Dial In: 646 558 8656

**MEMBERS PRESENT:** Ron Mastrogiacomo, Chair, Sarah Creighton, Laura Tenny, Chris Olney, Christina Delisio, and Mary Foley

**MEMBERS NOT PRESENT:** Susan Philbrick

**SELECT BOARD MEMBERS:** Becky Jaques, Ann Harrison, and Cathy Bilotta

**STAFF PRESENT:** Interim Town Planner, Betsy Ware, PB Administrator, Gail Hunter

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Mr. Mastrogiacomo called the Planning Board meeting to order at 6:30 p.m. with all members present.

- **Acknowledge Receipt of Correspondence** –
- **Public Comment** – Gary Russel stated February is Black History Month and PBS has a program that may be interesting to Planners it is *Jim Crow of the North* and discusses red lining and housing in the North. He also recommended the Board read Richard Rothstein's book *The Color of Law: A Forgotten History of How Our Government Segregated America*.
- **MBTA Communities Multi-Family Zoning Districts – Section 3A**
  - Update

Ms. Ware stated that Ms. Croft has applied for grants for mapping from the Tap Program and she will be in touch with CHAPA, MAPC and MHP. Ms. Foley stated she had reviewed all the Action Plans submitted by other communities and indicated other communities were working with MH Partnership and believes this would be a good place for the Board to look for unbiased and independent review. Ms. Ware stated she would look into that.

Ms. Tenny asked Ms. Ware about the turnaround time for possible consulting firms. Ms. Ware replied two months with a decision likely in May. Ms. Foley stated that other communities like Manchester, were applying for engineering grants in addition to database and GIS studies and asked if engineering grants were being applied for. Ms. Ware indicated she was not sure that was needed but would review.

Task Force – Mr. Mastrogiacomo outlined the MBTA Task Force roles and responsibilities.

## **MBTA Zoning Task Force:**

**Purpose:** Assess whether the Town should proceed with complying with Chapter 40A, Section 3a, the new law requiring multi-family housing by-right near the Town's commuter rail station; concurrently analyze the options for complying as well as not complying, along with the pros and cons for either path; make a recommendation as to which path to take.

**Timeframe:** The Task Force should get underway ASAP (March 2023) making its recommendations to the Planning Board and Select Board within 12 months. IF the Town is to proceed with complying with the new law, new zoning proposals need to be vetted by the Planning Board and approved by the voters by December 2024. The Task Force will need to develop a detailed timeframe with various milestones to fit within this general framework.

**Composition:** The Select Board discussed and agreed in favor of a Task Force to consist of:  
two Planning Board members (one chairperson)  
one Select Board member,  
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.

Interim Town Planner Betsy Ware to be lead staff support for the Task Force

**A task force** is a group of diverse stakeholders that work on a complex issue in a short period of time.

The task force is an advisory group that makes a recommendation to those who have the power to make the decision and influence change. The issue, process (who will make the decisions and how) and timeline should be *understood before* task force is formed by the group responsible for creating the task force (Task Force Leadership).

Task Force Leadership in this case is the Planning Board and Select Board as they have the authority make the final decisions and advance proposals to the voters. The two Boards may select/appoint the task force leader and members (representatives from different boards typically are typically recommended by the board or committee). Although members can volunteer to participate, Task Force Leadership must ensure member accountability, dependability and stakeholder representation with a reasonable number of members.

### **Task Force Guidelines:**

All participants are informed of the roles/responsibilities and expectations before agreeing to serve on the task force.

A timeline is set for the establishment and disbandment of the task force as well as how many meetings are expected over time.

All meetings are posted, have agendas and minutes on the Town website.

The task force leader or co-leaders are responsible for reporting results back to Task Force Leadership. The task force makes a recommendation (advisory), but a project team is established to implement.

*Ms. Creighton moved to accept the Task Force recommendations as presented; Ms. Tenny seconded the motion. The motion passed 4 in favor and 2 opposed.*

Ms. Delisio stated she is concerned that the Select Board is assuming the role of the Planning Board. She pointed out that the Planning Board is elected to do exactly what has been laid out as the responsibility of the Task Force. Mr. Olney stated that Town Meeting approves By-Laws, and the Task Force will report to the Planning Board and the Planning Board will report to Town Meeting.

Ms. Tenny stated she is in favor of the Task Force model and likes the idea of a member with Climate Change and Resiliency experience. She stated that the Planning Board will be integral to the process and added this is a balanced way to approach the work. Ms. Foley stated she agreed with Mr. Delisio. Ms. Creighton also stated she was in favor of the Task Force model.

Mr. Mastrogiacomo read Town Counsel's response regarding the validity and role of the Task Force and indicated that he believed that addressed any additional questions Planning Board members may have.

- **MAPC Preliminary Traffic Study Report Discussion**

The Board discussed and disagreed on the role of the Board and the Downtown Improvement Committee (DIP) in their involvement in the Parking Study with MAPC. Attempts to clarify the roles and explain that DIP had conducted their own survey of downtown businesses were left unresolved.

Ms. Jaques, Chair of the Select Board, stated that many Boards and Committees were charged with conducting studies indicating the Planning Board was not the only Board engaged in studies.

Ms. Foley and Ms. Creighton agreed that MAPC given the scope of their work should not be commenting on MBTA Zoning.

The discussion concluded with consensus that MAPC will present the findings of their study at the first meeting in March.

Ms. Delisio requested that the record show MAPC had refused to share their data with the Board. Ms. Ware indicated that was not accurate.

- **Retreat**

- Items – Important to accomplish expectations.
- Tweaks to Agenda
- Date – TBD

Mr. Mastrogiacomo stated that the retreat had been cancelled for a couple of reasons and he would like to reschedule the retreat with full Board attendance. He asked if Board members had suggestions for topics to discuss. Ms. Creighton suggested developing a Code of Conduct and Guidelines for Public Input. She also recommended the webinar she had participated in on Running Municipal Meetings to Board members. Ms. Tenny is interested in the possibility of adding Alternate Board members.

Mr. Mastrogiacomo would like to schedule the Retreat after ATM and Town elections in April 2023.

- **Public Hearing – Manchester Parks & Recreation, Parking Lot and Field, Pine St. Sections 6.9,10.3.5.2(d), Continued from December 12, 2022**



156.160 Pine St  
2.2023.pdf

The Board discussed and passed the attached decision.

*Mr. Mastrogiacomo moved to approve the Application of Manchester Parks & Recreation for a Parking Lot and Field at 156-160 Pine Street, Mr. Olney seconded the motion. Mr. Mastrogiacomo, Mr. Olney, Ms. Tenny, Ms. Delisio, and Ms. Foley voted to approve the motion.*

- **Cell Signaling Technologies Presentation**

Several representatives for CST participated in the presentation of the information in the PDF below including:

- Glovsky & Glovsky: Mark Glovsky, Esq.
- HGA: Samir Y. Srouji, AIA, LEED AP, Principal / Design Principal
- CST: Craig M. Thompson, Chief Global Operations Officer
- Michael Van Valkenburgh Associates, Inc., Landscape Architects: Chris Matthews, Principal

Michael Comb and Peter Muto of CST and Peter Gourdeau



2023.02.13 - Planning Board Presentation-sml Final-cell signaling.pdf

- **Approval of Regular Meeting Minutes 11/9/2022, and 11/28/2022**

11/9 – Ms. Creighton did not participate in the Parks & Rec. Public Hearing.

*Mr. Mastrogiacomo moved to approve the meeting minutes of 11/9; Mr. Olney seconded the motion. The motion passed unanimously. Ms. Tenny abstained she was not present for the meeting. Ms. Creighton abstained for the above stated reason.*

*Mr. Mastrogiacomo moved to approve the meeting minutes of 11/28, with the correction of one typo. Mr. Olney seconded the motion. The motion passed unanimously.*

- **Other Matters, as may not have been reasonably anticipated by the Chair.** There were no additional matters to discuss this evening.

*Ms. Creighton moved to adjourn the meeting; Mr. Olney seconded the motion. The motion passed unanimously.*