

## Manchester-By-The-Sea - Downtown Improvement Project Committee

**Day and Date: Wednesday, February 15, 2023**

**Time: 8:30 am**

**Location: Virtual**

Meeting called to order at 8:34 AM

In attendance were Committee Members Steve Carhart (Chair), Linda Crosby, Marlene Dolan, Jim Brown, Kurt Svetaka, Gordon Brewster, and Gar Morse.

Also in attendance: Erika Brown (Manchester Cricket), Jack F. Burke, Jr. (Community Preservation Committee – Co-Chair), Chuck Dam (DPW), Chris Olney (Planning Board), and Betsy Ware (Interim Town Planner), Ron Mastrogiacomo Planning Board – Chair), Joseph Beggan (Resident), Michelle Moon and Daniel Koff (Civic Space Collaborative).

1. **Minutes:** Committee approved January meeting minutes.
2. **Organizational Issues**
  - a. Steve Carhart - The Planning/Select Boards have asked the DIP to assist with the study of the Mass Multi-Family Zoning Requirement Guidelines (Section 3A of MGL c. 40A) – Assignment pending.
  - b. Steve Carhart – “Conflict of Interest” training module must be completed by committee members.
3. **Town Projects**
  - a. **DPW:** Gordon Brewster provided update on VHB project. Gordon noted that he and Nate Desrosiers have completed a thorough review of the presentation and that they will provide a “dry run” for the committee. Gordon shared input from the review.
  - b. **Town Planning:**
    - i. Betsy Ware, Interim Town Planner, provided an overview of the Cell Signaling presentation given at the most recent Planning Board meeting.
    - ii. Representatives from Civic Space Collaborative, Placemaking Grant Consultants, presented opportunities for Manchester. Discussion between the Committee and attendees ensued, with some very interesting ideas.
  - c. **Parking Study:** The DIP Committee is awaiting input from the BOS and Planning Boards regarding its suggestions for improving parking in the downtown area.
  - d. **Phase 2 of Downtown Improvements:** Gordon Brewster to perform a final review of the VHB project graphic presentation/cost estimates before they are presented to the appropriate Boards for review.
  - e. **Coastal Vulnerability Action Plan - Steering Committee:** Jim Brown reported that the first meeting with this committee is scheduled for Thursday, March 2<sup>nd</sup>, with agenda TBD. He will provide an update at the next meeting.
4. **New Business:** None
5. The date for the **next meeting** has been set for **Wednesday, March 15, 8:30 AM** – on Zoom
6. The meeting adjourned at 10:03 AM.

Respectfully Submitted,

Steve Carhart, Chair

Jim Brown, Committee Member