



MANCHESTER-BY-THE-SEA

SELECT BOARD • TOWN HALL
Manchester-by-the-Sea, Massachusetts 01944-1399
Telephone (978) 526-2000 FAX (978) 526-2001

MINUTES OF THE SELECT BOARD

March 6, 2023 6:30 p.m. Hybrid Meeting

Join Zoom Meeting, Meeting: ID 842 3927 5421 Passcode: 527113 Mobile: 1.646.558.8656

MEMBERS PRESENT: Ms. Jaques, Chair, Ms. Harrison, Vice-Chair, Ms. Bilotta, Mr. Sollosy, and Mr. Round

MEMBERS ABSENT:

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

GUESTS:

PRESS: Erica Brown, The Cricket

Ms. Jaques called the Select Board meeting to order at 6:30 pm and five members were present by roll call.

Public Comments on Non-Agenda Items: None

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

1. Police Sergeant Swearing In:

Town Clerk Dianne Bucco swore in Sergeant Gilson.

2. Regional Dispatch

Mr. Federspiel introduced Alyson Dell Isola, Chris Ryan, and Katrina Shamshak from Regional Dispatch. He explained that the Chiefs and Regional Dispatch worked hard to transition over on March 1st but there is still more work to be done.

Ms. Dell Isola and Mr. Ryan reviewed the presentation with the Select Board, which is included in the packet.

Ms. Dell Isola informed all there are two open houses to visit the Regional Dispatch Center on March 22nd from 10:00am to 12:00 pm and from 5:00 pm to 7:00 pm.

Mr. Round thanked the Chiefs and Regional Dispatch teams for all their hard work. He felt everything is going smoothly, even with the earlier date. Mr. Sollosy said he was very impressed with everyone's hard work.

Ms. Bilotta thanked the regional team for coming in and running a very impressive operation. She stated the focus is now on continued improvements. She asked if there is anything further regional needs from the town? Ms. Dell Isola informed them there are some infrastructure items that need to be addressed and Mr. Ryan listed a few pending items, including the radio coverage over to Magnolia, data conversion and the fire station alerting.

Ms. Harrison thanked the team and the accomplishment of going live in half the time. She asked how many calls a day have been from Manchester since going live? Ms. Shamshak answered that there have been around 23 calls so far.

Mr. Federspiel thanked both teams and the work of our current dispatchers. The local dispatchers will continue until June 30th at the station and he is very appreciative of their work in this process as well.

3. Governance Project Update and Committees: To be discussed on April 18, 2023.

4. CZM Coastal Vulnerability Action Plan:

Prof. Charles Waldheim from Harvard University was present remotely to review a presentation with the Board. He has been working with the Cape Ann Coalition on Climate Change. To view the presentation – <https://capeann.officeforurbanization.org>.

Mr. Federspiel introduced Alex Maxwell, Project Manager of Fuss & O’Neil. Mr. Maxwell introduced Chelsea Zakis and Joe Famely, the Coastal Vulnerability team for Manchester.

Mr. Maxwell reviewed the presentation to the Board, which is available in the packet.

Ms. Ware, Interim Town Planner, stated that FEMA contacted the town about some preliminary flood rate maps. She asked what kind of coordination they have with FEMA on this. Mr. Famely answered that FEMA looks at historical data sets and they take a different approach. We do not coordinate with FEMA because we are looking at future storm surge.

Ron Mastrogiacomo, 9 Masconomo Street, asked if electric cars had any effect on the sea level rise as we move away from fossil fuel. Mr. Famely answered changing the course of action on global greenhouse gas emission would make a difference, but it’s got to be at a scale that is meaningful.

Mr. Federspiel stated that once the team and the Steering Committee develop a tentative set of recommendations, they will hold a public hearing before another Select Board meeting.

4. FY24 Annual Town Meeting:

a. Finalize Operating & Capital Budgets:

Mr. Federspiel stated that tonight the Board will review and finalize the operating and capital budget. He stated that the Finance Committee finished their review and have made their final recommendations. The biggest change focuses on the public safety staffing which includes adding the salary of three new offices due to reduction of reserve officers. The added officers can

provide station coverage and the ability to do water patrol, which was a goal set by the Select Board.

Mr. Federspiel addressed the Fire Department budget which includes 2 additional fire fighters to bring the department up to 16 full-time fire fighters. He stated that 60% of the time the Town would have four on duty and this would greatly reduce the use of overtime. We have also put funds in for the call force to reconstitute the force.

Mr. Federspiel spoke on land management staffing. Ms. Jaques asked to have the land management staffing on the next agenda.

He addressed the school budget. For the last few years, the district has been relying on reserve funds to fund their operating budget, but they are running out. The budget they are proposing is to replace those funds with new taxation revenues. The overall school budget is a 6.9% increase overall, and Manchester's portion is increased 4.3%.

Mr. Federspiel stated the Finance Committee reviewed all of these numbers, they came close to a two and half percent increase due to the large school increase. They also trimmed back on the taxation to capital and upped the amount of estimated receipts, which would avoid a larger tax increase. The increase comes in under 3% increase for next fiscal year. The Town would be absorbing the higher School District budget without having to do an override, due to using excess levy capacity, within the limits of Proposition 2 ½ and more local receipts. He stated that the grand total is just under 41 million and is about a 2% increase over the current budget.

Mr. Round asked what he thought Essex was going to do regarding the school budget? Mr. Federspiel feels it will be a challenge to get it passed in Essex. He informed the Board that each town must approve the school budget, if one town does not, each town would need to hold a second town meeting to vote on a presumably lower budget. If it failed the second time, the third time would be a joint town meeting.

Ms. Bilotta stated that since it is a correction year for the school, the school budget should stand on its own. The school needs to make their own case. She approves the other parts of the budget.

Ms. Harrison stated that she is uncomfortable with the reduction in the capital budget. Mr. Federspiel explained that the Town has been adding \$150,000 to \$200,000 from taxation to the capital plan for about 10 years, so the town is at a point to put some real money into capital. By upping the estimated local receipts by \$300,000 and not putting that money into capital we are diverting that money from capital as well. In all we are diverting around \$600,000 from capital and he does not want to step back. He understands the Finance Committee does not want the tax rate to go too high. Ms. Harrison asked what he would like to do. Mr. Federspiel stated that the town should address the school funding separately and not have the town accommodate the difference.

Sarah Mellish, Chair of the Finance Committee informed the Board that instead of taxing people for future expenses, the town should use the existing reserves. Next year we will re-examine the reserves to determine whether it should be 10 percent of the town operating budget or the combination of the town and the school because the school also has 10 percent in reserve. The

Committee feels strongly that we should not be holding on to the money for future reasons and taxing people now.

Ms. Jaques questioned the turf field at Brooks Street, she thought there was a change to that. Mr. Federspiel answered that the school was going to pay for their share out of reserves, but they are facing needs at Essex Elementary, so they prefer to do a small bond for the fields.

Ms. Harrison moved to approve the operating and capital budget as recommended by the Finance Committee; Ms. Bilotta seconded. Motion unanimously by roll call vote.

b. Finalize Warrant

Mr. Federspiel reviewed the proposed warrant articles with the Board.

Article 1 – *Ms. Harrison moved to recommend approval of article 1 as presented; Mr. Round seconded. Motion unanimously approved by roll call vote.*

Article 2 - *Ms. Harrison moved to recommend approval of article 2 as presented; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.*

Article 3 - *Mr. Round moved to recommend approval of article 3 as presented; Mr. Sollosy seconded. Motion unanimously approved by roll call vote.*

Article 4 – *Ms. Harrison moved to recommend approval of article 4 as presented; Mr. Round seconded. Motion unanimously approved by roll call vote.*

Article 5 – *Ms. Harrison moved to recommend approval of article 5 as presented; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.*

Article 6 – *Ms. Harrison moved to recommend approval of article 6 as presented; Mr. Round seconded. Motion approved by roll call vote 3-2.*

Article 7 - *Ms. Harrison moved to recommend approval of article 7 as presented; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.*

Article 8 - *Mr. Round moved to recommend approval of article 8 as presented; Mr. Sollosy seconded. Motion unanimously approved by roll call vote.*

Article 9 – *Ms. Harrison moved to recommend approval of article 9 as presented; Mr. Round seconded. Motion unanimously approved by roll call vote.*

Article 10 – *Ms. Harrison moved to recommend approval of article 10 as presented; Mr. Sollosy seconded. Motion unanimously approved by roll call vote.*

Article 11 – *Ms. Harrison moved to recommend approval of article 11 as presented; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.*

Article 12 – Ms. Harrison moved to recommend approval of article 12 as presented; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.

Article 13 – Ms. Harrison moved to recommend approval of article 13 as presented; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.

The Board and the Fire Chief discussed the potential article addressing sprinkler systems in existing lodging and boarding houses with six or more unrelated persons.

Article 14 – Ms. Harrison moved to remove Article 14, which requires sprinkler systems in existing lodging and boarding houses, from the warrant; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.

Article 15 (new Article 14) – Ms. Harrison moved to recommend approval of new article 14 concerning sprinkler systems in new construction dwellings of 4 or more units; Ms. Bilotta seconded. Motion approved by roll call 4-1 with John Round voting no.

Article 16 (new Article 15) – Mr. Round moved to recommend approval of new article 15; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.

Article 17 (new Article 16) – Mr. Round moved to recommend approval of new article 16; Ms. Bilotta seconded. Motion approved by roll call vote 4-0 Ms. Jaques recused.

Mr. Federspiel addressed the proposed Planning Board’s four zoning change articles. He stated the Board has two additional options, one is not to place them on the warrant and the second is to place them on the warrant but pass over them at Town Meeting.

Article 18 (new Article 17) – Ms. Bilotta moved not to place the administrative changes on the warrant; Mr. Sollosy seconded. Motion approved by roll call vote. Vote 4-1

Article 19 (new Article 17) Ms. Harrison moved to recommend approval of new article 17 which describes adult entertainment requirements; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.

Article 20 and 21 (new Articles 18 & 19) – Ms. Harrison moved to make recommendations on the floor of Town Meeting, which are the ADUs and Senior Housing; Ms. Bilotta seconded; Motion unanimously approved by roll call vote.

Article 22 (new Article 20) - Ms. Harrison moved to make a recommendation on the floor of Town Meeting on the possible use of a sum of money from the fund balance; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.

5. Fire Department Apparatus:

Mr. Federspiel spoke on the past discussions of the various options for use of the approved funds. The preference was to have Engine 1 become a non-transport ambulance so it can respond to a call, but another ambulance would need to transport if needed.

The Board and Fire Chief Cleary discussed the emission problem with the ladder truck. Chief Cleary informed the Board that he is in the process of seeking an emission test waiver from the DEP. Ms. Bilotta asked for all options to be laid out in a chart to better understand what is needed.

Ms. Harrison moved to sell Ambulance 2 and modify Engine 1 as a non-transport ambulance; Mr. Sollosy seconded. Motion approved by roll call vote 4-0 Ms. Bilotta abstained.

6. Consent Agenda:

- a. Approval of Minutes – February 21, 2023 – moved to March 20, 2023
- b. National Grid Easement – 201 Pine Street
- c. Common Victualler License Renewal
- d. Canvassing Approval

Ms. Harrison moved to approve the consent agenda minus the minutes of February 21, 2023; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.

7. Town Administrator's Report

Chamber Meeting: To be held next Thursday, letter in packet.

PFAS litigation: With your approval the town joined efforts to seek compensation from the manufacturers of PFAS. This will slowly make its way through the courts.

Harbor Management plan working group: The Harbormaster is close to compiling the names of volunteers from various boards, committees, harbor users and hopes to have the completed list ready for the Board's approval at the March 20th meeting.

Skate by the Sea: Congratulated Tiffany Marletta and her crew of helpers for the successful roll-out of this new event. Friday's inaugural event was a success but due to Saturday's weather, activities were cancelled. The event will also run next Friday, Saturday and Sunday.

10:39pm. *Ms. Harrison moved to adjourn; Mr. Sollosy seconded. Motion unanimously approved by roll call vote.*

Meeting Materials:

Regional Dispatch Presentation
Coastal Vulnerability Presentations
Town Meeting articles
Consent agenda items

Next Select Board meetings:

March 20, 2023
April 3, 2023 – Annual Town Meeting
April 18, 2023