



MANCHESTER-BY-THE-SEA

SELECT BOARD • TOWN HALL
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MINUTES OF THE SELECT BOARD

April 18, 2023 6:30 p.m. Hybrid Meeting

Join Zoom Meeting, Meeting: ID 889 6582 7973 Passcode: 201854 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,

Ms. Jaques called the Select Board meeting to order at 6:35pm and five members were present by roll call.

Public Comments on Non-Agenda Items: None

Chairman's Report & Action Items: Ms. Jaques informed the Board about the Select Board calendar. The Board reviewed the Action list.

1. Dineh Tah Navajo Dancers' Recognition and Event Details:

Kitty Weaver, 64 Bridge Street, provided the details of the event that will feature a Navajo dance troupe visiting Manchester to commemorate treaty day on May 18, 2023.

2. Interviews – Historical/Historic District Commission:

- a. **Alison Moerland** – Alison introduced herself and explained she has been living in the historic district in town and wanted to help preserve the historical feel of the town.

Ms. Harrison moved to appoint Alison Moerland to the Historical/Historic District Commission; Mr. Round seconded. Amended by Ms. Jaques to include for a term ending on June 30, 2026.

Motion unanimously approved by roll call vote.

- b. **Paul Stremple** - Rescheduled to May 1, 2023.

3. LBGTQ+ Progress Flag Raising in June:

Hope Watt-Bucci, President of North Shore Pride and resident, asked the Board for permission to raise the Progress Flag on the Town Hall flagpole for the month of June. She also requested to place flags on the 19 poles on the harbor railings.

Ms. Harrison stated the Board should proclaim the month of June as LBGTQ+ month in Town.

Ms. Harrison moved to proclaim the month of June as LBGTQ+ month in the Town of Manchester and create a proclamation to be presented on June 1st; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.

All Board members agree to fly the flag at the Town Hall flagpole but do not feel that the flags should be placed at the 19 poles as those are only for American flags to be flown on Memorial Day and July 4th to recognize the 19 Manchester residents that have died in wars since World War 1.

Ms. Bilotta addressed that the Flag Policy needs to be relooked at and be completed. Ms. Jaques asked to have the policy on an upcoming agenda.

Ms. Watt-Bucci asked why the flags are flown there during the timeframe of Memorial Day through the month of July. Ms. Jaques will follow up on her question.

Ms. Harrison moved to raise the progress flag on the flagpole on the Town Common beginning on June 1st to June 30th; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.

3. Liaison Updates:

Mr. Sollosy updated the Board on the Pine Street Field, and the plan is to be completed by the end of June. The issue is still ongoing at the Pickleball courts, and the Committee will be discussing establishing an exact time of use.

Ms. Bilotta spoke on the Planning Board's public hearing reviewing the draft rules and regulations, and the hearing has been continued to April 24, 2023.

Ms. Harrison updated the Board that the School Committee will meet again in early May, after Essex's Town Meeting and the Conservation Commission is handling their cases routinely.

Ms. Jaques spoke on the COA meeting that Mr. Round and Ms. Bilotta attended. The major area of concern is a proposed Senior Center and she asked to place an update on the May 1st agenda to discuss. At the Bike & Pedestrian meeting, they are focused on a new law which is the Vulnerable Users Bill. At the Harbor Advisory Committee, they are focusing on obtaining cost estimates for Tucks Point and they are not sure if the Rotunda will be useable this year. They also would like to finalize the Harbor Management Plan group.

Ms. Harrison asked if there should be a member of the Yacht Club on the Harbor Management Plan working group. Ms. Jaques stated that should be addressed at the May 15th meeting.

4. Governance Project Update:

Susan Beckmann reviewed the presentation with the Board, which is available in the packet.

Ms. Harrison stated that the town has some land use boards, and their minutes need to be very specific. We need to factor this into the process. Ms. Beckmann stated that came up during the

follow-up meeting and there will be two levels of minute templates – one for advisory committees and one for boards and committees that serve a quasi-judicial role.

Ms. Bilotta noted that once we have established a process, we need to hold the Chair accountable to have the minutes done in a timely manner. The residents have a right to know what is going on in town committees.

Ms. Beckman asked if the Board agrees with the short-term goals. All members agree with the goals and to continue forward.

5. Water Resources Protection Task Force Update:

Steve Gang, Chair of the WRPTF reviewed the presentation with the Board, which is available in the packet.

Ms. Bilotta stated that a lot of this work is under the purview of the DPW so why the creation of a Water Advisory Board. Committees fill gaps in Town government, she questions why the need for another board.

Chuck Dam, DPW Director, has worked with the task force for over a year. The recommendations are no surprise to him. It would be very hard for him to commit to another group. As for the recommendations, some of them are in his purview and others he would need to hire consultants for.

Ms. Jaques stated the Board will review the presentation and put it on the May 15th agenda to discuss the recommendations further with the DPW and Task Force.

6. Approval of Harbor Mooring and Waterway Regulations Amendments:

Harbormaster Pike reviewed the Harbor Mooring and Waterway Regulation amendments with the Board, which is available in the packet.

Ms. Harrison moved to approve the Harbor Mooring & Waterway Regulations amendments, including the de minimis changes by Ms. Jaques; Ms. Sollosy seconded. Motion unanimously approved by roll call vote.

7. Library – Review Grant Process for Possible Expansion:

Library Trustees Chair Ric Rogers, 82 Old Essex Road, asked for the Board to approve the Library to apply for a grant for possible expansion in a year. It has been 7 years since Massachusetts opened the doors to apply for this type of grant. The town only needs to simply submit a letter of intent to apply by May 31, 2024. We will need to acknowledge that we will have a plan in place by then. The Trustees have looked at numerous actions but to keep the process going, we need the Board's approval.

Ms. Harrison moved to agree to endorse the application of the library to apply for a Massachusetts Public Library Commission grant and submit a letter of intent; Mr. Round seconded. Motion unanimously approved by roll call vote.

8. Planning Board Alternates Discussion:

Mr. Federspiel spoke on the proposal of the two alternate members for the Planning Board. The proposal was for the Planning Board to appoint those two alternates, but the Board wanted to discuss making this a joint process for appointment.

Mr. Round asked if the alternates are asked to sit on the Board often? Mr. Federspiel stated that does not happen often, but it does occasionally.

Ms. Harrison asked how the ZBA handles alternates. Mr. Sollosy answered that the Chair recognizes what alternative will step up, if a board member cannot attend or has a conflict of interest. Most of the time the alternates attend all meetings, including site visits.

All board members agree that the Select Board should appoint the alternates along with the Planning Board.

Ms. Harrison moved to recommend that alternates to the Planning Board be selected at a joint meeting of the Planning Board and Select Board; Ms. Bilotta seconded. Motion unanimously approved by roll call vote.

9. MBTA Zoning Task Force:

Ms. Jaques explained the Board tonight will not be choosing candidate this evening but what Select Board member will be our representative on the Task Force. Ms. Harrison said she would serve, with Mr. Round as the alternate.

Ms. Jaques stated that the Board also needs to decide if the appointees need to be year round residents as there will be a lot of work around town, including site visits.

Mr. Round asked when does the Task Force start and end? Mr. Federspiel answered that it would start in a few weeks and end in November 2024. It will entail intensive work for the next year and a half.

Mr. Sollosy feels that this is very critical for the Town and the members need to be around to participate in most or all meetings.

The Board discussed the criteria of membership for the Task Force. Ms. Jaques thought the consensus of the Board was to think more about this and to ask this question at the interviews of the potential at-large applicants.

Ms. Bilotta asked about the general call for the at-large participants. Mr. Federspiel stated that the word has spread, and we have already received three applicants, but we can do more advertising for the next two weeks.

Ms. Jaques asked to have the Board hold a joint meeting with the Planning Board to interview the at-large members. The Board decided on May 1st and May 8th as potential dates.

10. Early Voting Discussion:

Mr. Federspiel stated that the town will have vote by mail, but the question is for the Board to decide if we hold in-person early voting. The Board of Registrars voted no on early voting.

Ms. Bilotta stated she felt that if we don't open for voting when we don't have the data, would be a disadvantage. If we open and the town tracks the numbers and if it is not worth it, we don't do it the next time.

Ms. Harrison thought a couple of evenings and some hours on Saturdays would help people who commute to work.

Mr. Federspiel will convey the Board's consensus to be open a few evenings and a few hours on Saturday to the Town Clerk

11. Consent Agenda:

- a. Approval of Minutes – February 9, 2023, March 6 & 20, 2023
- b. Reviewal Seasonal Alcohol License – Manchester Bath & Tennis Club
- c. Arbor Day Proclamation
- d. Resignation – Daniel Lane from the Harbor Advisory Committee
- e. Resignation – Don Halgren from the Historical/Historic District Commission

Ms. Harrison moved to approve the consent agenda without the March 20th minutes; Mr. Round seconded. Motion unanimously approved by roll call vote.

Ms. Harrison moved to approve the minutes of March 20th; Ms. Bilotta seconded. Mr. Round – yes, Mr. Sollosy – yes, Ms. Bilotta – yes and Ms. Harrison – yes. Ms. Jaques recused.

12. Town Administrator's Report

Mr. Federspiel spoke on the construction on School Street, which should be done by the end of May. The progress is going well, and the total cost is a little over a million dollars.

13. Executive Session

9:36 pm. Ms. Harrison moved to enter Executive Session per MGL Ch. 30A, Section 21(A)(3) to discuss strategy for collective bargaining sessions, if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares and not to return to open session; Mr. Sollosy seconded. Motion unanimously approved by roll call vote.

Meeting Materials:

Governance Project presentation
Water Resources Protection Task Force presentation
Library's Letter of Intent
Consent agenda items

Next meetings:

May 1, 2023
May 15, 2023