

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

Day and Date: Wednesday, April 19, 2023

Time: 8:30 am

Location: Virtual

Meeting called to order at 8:42 AM

In attendance were Committee Members Steve Carhart (Chair), Linda Crosby, Marlene Dolan, Jim Brown, Kurt Svetaka, Gordon Brewster, Gar Morse. Also in attendance: Nate Desrosiers (DPW), Chris Olney (Planning Board) Betsy Ware (Interim Town Planner), Terry Cowman (Bike & Pedestrian Committee), Ben Rossi (Past Member of DIP), Daniel Koff and Claudia LaFontaine (Civic Space Collaborative).

1. **Minutes:** Committee approved March meeting minutes.
2. **Organizational Issues**
 - a. Steve Carhart – Noted that he was in touch with the BOS regarding the “inventory of committees”.
 - b. Steve also noted that he was communicating with Becky Jacques and Ronald Mastrogiacomo regarding the Parking Study and the VHB project.
 - c. Gar Morse will represent the DIP Committee on the 3A MBTA task force.
3. **DPW:**
 - a. Nate Desrosiers provided an overview of upcoming town projects. Items discussed included the School Street paving and sidewalk replacement project, the new compost facility, and maintenance/repairs related to the wastewater treatment facility. He also noted that the town has begun a facility master plan study.
 - b. Nate addressed questions from members of the DIP Committee.
4. **Town Planning:**
 - a. Betsy Ware, Interim Town Planner, discussed the Zoning By Law Recodification efforts. She also noted that the MBTA density zoning task force should be in place by mid-May.
 - b. Betsy introduced Dan Koff and Claudia LaFontaine (Civic Space Collaborative) who provided a detailed overview of the results from the Mass Downtown Initiative (MDI) survey. The next step will be to review a draft design plan with town committees.
5. **Parking Study:** Marlene Dolan provided an update on the status of the Parking Study initiative. She outlined current activities that included a draft informational webpage bulletin that is under review by Police Chief Todd Fitzgerald, and the need for proper signage. She also noted that the town is currently looking for Summer Parking Officers.
6. **Phase 2 of Downtown Improvements:** Steve Carhart advised the committee that she spoke with Becky Jacques, Select Board Chair, and that we will be on the Select board agenda for May to review the current draft plan.
7. **Coastal Resilience Study:** Jim Brown reported that Alex Maxwell (Fuss & O’Neil) and Joe Famely (Woods Hole Group) would be presenting the Coastal Vulnerability Steering Committee presentation, highlighting the Vulnerability Assessment Stage, during a Select Board meeting on May 10th. The next step for the committee is to put together an Alternative Analysis Plan, followed by a Draft Recommended Action Plan.
8. **New Business:** None
9. The date for the **next meeting** has been set for **Wednesday, May 17, 8:30 AM** – on Zoom
10. The meeting adjourned at 10:04 AM.

Respectfully Submitted,

Steve Carhart, Chair

Jim Brown, Committee Member