



MANCHESTER-BY-THE-SEA

CONSERVATION COMMISSION • TOWN HALL
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Open Space and Recreation Committee May 10, 2021

Zoom Meeting

<https://zoom.us/j/95228581539?pwd=ZWVQS2lQSzNOenFZUIV6VFIvdGc2QT09>

Meeting ID: 952 2858 1539

Passcode: 349312

Meeting Minutes

Members Present: Helen Bethell, Olga Hayes, Steve Gang, Deb Fraize, Curtis Rising

Members Absent: Sheila Linehan, Parker Harrison

Others Present: Mary Reilly, OSRC Staff and Amy Blondin, GIS Mapping Specialist

Deb Fraize, Chair, called the meeting to order at 6:36 pm

- Meeting Minutes
 - Minutes of 3/8/21:
Motion to accept as amended: Olga
Seconded: Steve
All voted in favor
- OSRC CPC Project: Town Open Space Map Brochure
 - Amy Blondin attended the meeting to present the draft maps she created for the Open Space brochure. She explained that she added parcels that are not yet in the official Town parcels, including the upcoming Open Space used for the town's online mapping system. Amy explained that once this work is finalized that she will update her maps accordingly.
 - Amy presented two versions of the map – one using the same colors (denoting different types of open space) as the town's online map and another with alternative colors. The numbers on the map correspond to different open space areas that are open to the public and have trails—the map includes parcels owned by the Town, MECT, Trustees of Reservations and Greenbelt.
 - The map will appear on one side of an 8 ½ x 11 sheet and the other side will list all the numbered sites with a short description and parking info (based on a list that was compiled by the OSRC several years ago). This will be edited by the committee.
 - Steve asked about the potential to have a QR code on the brochure. Amy said this is possible but there may not be space on the reverse side of the map. This can be addressed when the committee reviews the content of the reverse side of the brochure.
 - The committee will be in touch with Amy. Deb will be the point person from the Committee. This will be discussed in further detail at the next OSRC meeting.
- Open Space and Recreation Plan Update

Mary updated the committee on recent activities regarding the new OSRP:

 - Courtney Lewis (MAPC) sent out several sections of the Draft Plan for both the OSRC and the OSRP Advisory Committee to review. All comments/edits are due on Fri, 5/14.

- An OSRP Advisory Group meeting was held on April 8. Courtney Lewis gave an update on the status of the new OSRP. (Both Advisory Group and OSRC members were invited to attend.) Courtney presented the draft Action Plan and received feedback from attendees but for the most part, there were no major changes.
 - Courtney then described the draft review process and has since sent out instructions and dates to everyone.
 - The goal is to have the OSRP completed by the end of July although it will have to go through an approval process with the state and then with various Town boards.
 - A virtual Open House for the public is scheduled for 5/26 at 6:30 pm – MAPC will be hosting the event.
- Update on Shingle Place Hill 40-B Development
 - Steve reported that in the last 10 days, three walks at Shingle Place Hill have been conducted with Brad Hill, Bruce Tarr and Michael Busby, a Director of the MA Housing and Finance Agency. The walk with the Director at MA Housing included walking down Old School Street and hiking to the top of Shingle Place Hill. Steve noted that Mr. Busby spent a lot of time with everyone asking questions and taking notes. MA Housing and Finance will be the ones who issue the Eligibility Letter stating as to whether the site is suitable for affordable housing.
 - Progress is being made on the Powder House Lane apartment complex (29 units). They expect to close this week followed by going through the steps to get this added to Manchester’s affordable housing count.
- Watershed Awareness Project
 - Helen stated that she sent out several documents to the OSRC for review including plans created by Horsley Witten back in 1990 which were never used. This document includes many recommendations that the Town has not followed through on.
 - Helen said she wrote a memo that would be sent to various Town boards (any that deal with watershed protection, drinking water supply, etc.) along with documents that should be revisited:
 - 2003 Source Water Assessment Program (SWAP) report.pdf
 - DEP_Developing a Local Wellhead Protection Plan.pdf
 - Water Resources Protection Planning Memo #5.docx
 - Helen proposes the several people ask the BOS to revive the Water Resources Protection Committee which existed a number of years ago to oversee the Town’s water supply. She noted that the ConCom is supporting this initiative.
 - The proposed committee would be made up of the Chairs of the DPW, Planning Board, Zoning Board, ConCom, Finance Committee, Board of Health and BOS. The committee would most likely have a limited duration.
 - Next step: Helen will send the memo and documents to the Chairs of several boards, as discussed earlier.
 - Steve made a motion to direct Helen to send the memo and documents to the Board of Selectmen and other water-related committees:

All voted in favor.
- Appointment of OSRC Vice Chair
 - Olga moved to appoint Steve Gang as Vice Chair of the OSRC.

All voted in favor.

- Other matters, as may not have been reasonably anticipated by the Chair

Parking at Powder House Hill

- Olga reported to the committee that there have been several residents of Newport Park who confronted a couple of visitors to Powder House Hill for parking in the single space near its entrance. Parking by visitor to PH Hill was supposed to be allowed in this space. She reported (via email) to the Head of the Housing Authority, Gretchen Wood, and John Round (Selectman who was involved in the parking issues here in the past. Olga received no response from the Housing Authority.
- John Round and DPW thought that we should just use a carved-out parking space on Pine St.
- Olga will forward the letter that she previously sent to the Housing Authority to members of the OSRC as a reference.
- This will be continued to the next OSRC meeting.

Departure of Mary Reilly, OSRC staff

- Mary noted that the Town hasn't hired a replacement for her yet. Some of the things that the group may have to take on (until a replacement steps in) is:
 - Minute taking
 - Creating the agenda, getting it reviewed and having it posted, etc.
 - Some project management, if necessary (e.g., Open Space plan, CPA project)
- Steve said that he would ask Greg about getting a clerk to do the minutes.

- Schedule next meeting:

The next meeting will be held on 6/14/21.

- Movement to adjourn by Steve at 8:16 pm; Seconded by Deb.

Referenced Files:

- Manchester, MA Trailheads Brochure 5-10-21
- Manchester, MA Trailheads Brochure 5-10-21 (web colors)
- 2003 Source Water Assessment Program (SWAP) report.pdf
- DEP Developing a Local Wellhead Protection Plan.pdf
- Water Resources Protection Planning Memo #5.docx