



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

May 15, 2023

6:30 p.m.

Hybrid Meeting

Join Zoom Meeting, Meeting: ID 822 4206 0245 Passcode: 449196 Mobile: 1.646.558.8656

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

MEMBERS ABSENT: Ms. Jaques

STAFF PRESENT: Town Administrator, Mr. Federspiel, Executive Assistant, Debbie Powers, Police Chief, Todd Fitzgerald and Fire Chief, Jason Cleary, Town Clerk, Dianne Bucco

Ms. Harrison called the Select Board meeting to order at 6:30 pm and four members were in person.

Public Comments on Non-Agenda Items: None

Chairman's Report & Action Items: None

1. Swearing in Ceremony – Officer David Ko and Officer Sean Mullins:

Police Chief Fitzgerald addressed each officers' backgrounds and Town Clerk Dianne Bucco swore in Officer David Ko and Officer Sean Mullins as full-time officers.

2. Interview – Leah Peavey, Board of Health

Ms. Peavey described her background to the Select Board. She is looking forward to volunteering for the Board of Health.

Co-Chair Peter Colarusso explained that the Board of Health is very supportive of her appointment.

Ms. Bilotta moved that the Select Board appoint Leah Peavey to the Board of Health to fill the remaining term of Tonya Colpitts to June 30, 2025; Mr. Round seconded. Unanimously approved by roll call vote.

3. Water Resource Protection Task Force – Recommendations

Steve Gang, Chair of the Water Resource Protection Task Force reviewed the presentation, which is included in the packet, with the Board.

Ms. Bilotta stated that the task force recommendations are a phased approach and if the Board agreed to change the rate structure and amounts, how much time is needed to evaluate the

ramifications of doing that before we consider another rate adjustment and/or policy change. Mr. Gang answered that he suggests about six months because usage is heavy in the summer. He suggests to make the change in July and pilot the new meters, and we should be able to see a minimal effect on conservation. Ms. Bilotta thinks that six month is not long enough to evaluate the impact of the proposed rate change that is designed to impact behavior in the summer.

Ms. Harrison asked if the top users have been contacted to sign up for the test meters. Mr. Gang answered he is not sure who has signed up for the test meters yet. He explained that we will reach out to the top-tier users to notify them of the pending change and the potential new amounts.

Mr. Round suggested having something included in the fourth quarter bills to the top-tier users.

Ms. Harrison asked when the new meters would be installed. Mr. Round explained the Task Force has researched two systems. We will probably decide by January and move to install them throughout the year. Some of the funds for the new meters would come from the new rate structure. We will also be speaking with the Finance Committee about potential funding.

Mr. Gang thanked the Board and will be back to update the Board next month.

4. Quarter Review – Police Chief:

Chief Fitzgerald reviewed his accomplishments from the past quarter with the Board, which is available in the packet.

Ms. Bilotta asked when the historical data conversion will be completed by the dispatch officers who are still working for the town till June 30th. Chief Fitzgerald answered that Sergeant Newton is heading the conversion up and is working with Regional. The dispatchers are currently going through the master name file, deleting all duplicates and he is hoping to be completed by December. She stated she was very pleased to see the undergoing training of the officers and asked about the cultural awareness and diversity training that would be beneficial for Town employees and volunteers. Chief Fitzgerald will speak with Mr. Federspiel about sending out the link for that training.

Mr. Round asked about staffing. Chief Fitzgerald answered fourteen officers, which includes the two new officers sworn in. Mr. Round asked the Chief to provide the Board with overtime costs for each quarter and to provide the Board with a list of events he has attended to help with the Board's communications. The Chief answered that he will provide that to the Board.

Ms. Harrison stated she agrees with Mr. Round about providing the Board with quarterly reviews of overtime and would also like to see the backfill since last July, to see where it jumps. The Chief is hoping to have the last person hired, send them to the academy after the summer, so they will be out by next summer. The retention has been very good and overall morale in the department is very positive.

5. Fire Department:

a. Vehicle Replacement Schedule:

b. Staffing Update:

c. Chief Position

a. Vehicle Replacement Schedule:

Fire Chief Cleary reviewed a presentation and replacement schedule with the Board, which is included in the packet.

Ms. Bilotta asked what the Board needed to have happen tonight. Mr. Federspiel asked the Board to decide on what to sell and what to purchase.

Ms. Round asked how many calls the ladder truck has been out on in the last 3/4 years. Chief Cleary answered that the ladder truck has not run in 9 months and before that it ran minimally due to staffing. When it did go out, it was used in animal retrieval, chimney fires and specialized recuses because of the staffing. Once the staff increases to four the ladder could be used more.

Mr. Sollosy asked if it is common to borrow a truck, as we are borrowing a truck from Boston. Chief Cleary answered no but this is what is happening now due to the timeframe of delivery of new trucks.

Ms. Harrison stated she felt we needed to find a demo or used truck sooner than later. Ms. Bilotta suggested voting tonight to sell Ladder 2 and to take a vote to put forth an article for the Special Town Meeting for appropriation for a new or used ladder truck.

Ms. Bilotta moved to sell Ladder 2 and Squad 3; Mr. Round seconded. Unanimously approved by roll call vote.

b. Staffing Update:

Chief Cleary updated the Board on the Fire Department staffing. Two new hires started the fire academy on May 1st, and they should graduate on July 14th. Another hire will be starting on June 11th and will be testing for his paramedic license in July and will attend the academy in August. He should be completed by November. Two conditional offers were accepted, to begin after July 1st. Likely they would attend the academy in the Fall, that would bring the town up to four shifts of four.

Mr. Federspiel stated that the challenge is in the first couple of weeks in July. It is impossible to not use overtime and we didn't anticipate so much overtime in July.

Ms. Bilotta stated she is uncomfortable with only two on during July. We need a better understanding of why we can't hire fully trained staff. Chief Cleary stated this is happening in many other fire departments.

Ms. Bilotta stated to give the Finance Committee a heads up to let them know we may have to use some reserve funds to cover overtime costs due to staffing issues for a few weeks in July.

Chief Cleary notified the Board that the Harbormaster was able to secure a grant for a Marine Fire Pump and the Fire Department has bought the hoses and monitor nozzle to be installed on the safety boat so we will have firefighting capabilities on and near the water.

6. Flag and Appointment Policy Review

Flag Policy - Ms. Harrison reviewed the proposed flag policy with the Board, which is included in the packet. She suggested that the Town needs to have this policy in place before June.

Mr. Round spoke on various other towns' flag policies. He is in favor of a separate flagpole for the special organizations. The existing flagpole has been adopted by the war memorial. He favors modifying the policy to put another flagpole somewhere at Town Hall and be used for commemorative flags.

Ms. Harrison addressed the various flagpoles around town and that there is no coordination with them.

Ms. Bilotta moved that the Select Board adopt the flag policy after review on May 15, 2023 as written; Mr. Sollosy seconded. Unanimously approved by roll call vote.

Mr. Round moved that the Town Administrator arrange to erect a 2nd flagpole somewhere on the town common, subject to review by the Select Board, for the purpose of flying commemorative flags. (no second)

Ms. Bilotta moved to request the Town Administrator to come back to the Select Board with a recommended location of a flagpole for the purpose of flying commemorative flags within the next quarter; Mr. Sollosy seconded. Mr. Round – Yes, Mr. Sollosy – Yes, Ms. Bilotta – Yes, Ms. Harrison – No; Vote 3-1

Appointment Policy – Ms. Harrison reviewed the revised appointment policy with the Board to address the out-of-town appointees and reappointments.

Ms. Bilotta stated she agrees to tweak the language to allow for non-resident tax payers and business owners to be appointed to committees that could benefit from their perspectives.

The Board discussed their opinions for the reappointment process.

Sarah Mellish, Chair of the Zoning Board of Appeals and Finance Committee, stated she has been on various committees since 2011 and currently has a problem with the Zoning Board of Appeals. She has announced the current open spot and one person responded. Through the years no applicants applied. She believes that if the Board requires a current member to be re-interviewed they would be insulted. If she had to be reinterviewed for a committee she has volunteered on, and got rejected, she would not volunteer again.

Ms. Harrison feels the consensus of the Board is to reappoint for a second term and if the volunteer wants to return for a third term, they would need to reapply.

5c. Chief Position:

Mr. Federspiel explained that this would be an opportunity to speak with the existing Fire Chief. He updated the Board that there is one internal candidate and we are currently pursuing additional candidates outside the department.

Mr. Bilotta stated she has heard that the Essex County structure is interesting and if you come from outside the county there is a learning curve. She asked if the Chief ran into this struggle and would it be easier for a chief to have familiarly with the county. Chief Cleary answered had he had friends in the county when he arrived and made many others. The Essex County Fire Chief Association is a very strong association but there are members that don't work and play well with others.

Chief Cleary will provide more in writing for the Board to review

7. Liaison updates:

Mr. Sollosy informed the Board that the Parks & Recreation Committee is working on the pickleball issue and the Pine Street field is on schedule to be completed by the end of June.

Ms. Harrison stated that the School Committee will be meeting tomorrow night.

The Board discussed potential dates for a Special Town Meetings

8. Consent Agenda:

- a. Approval of Minutes – March 29, 2023, and May 1, 2023
- b. Adele Quince Ervin Citizenship Award

Ms. Bilotta moved to take off the May 1, 2023, minutes from the Consent Agenda and approve the other items listed. Mr. Sollosy seconded. Unanimously approved by roll call vote.

Ms. Harrison stated the May 1st minutes will be on the June 5, 2023 agenda.

9. Town Administrator's Report

Election Day Tuesday, May 16 – voting at the Memorial School from 7AM-8PM

School Budget: With Essex's defeat of the override ballot question, the School Committee is charged with revisiting their budget proposal and re-submitting their FY24 request. They will finalize this process by early June. May 16 they will hold a public forum and hope to take a vote on a new proposal by early June. Both Towns must hold a special town meeting to vote on the school budget again. The Planning Board needs to have voters approve a zoning amendment that puts back in the site plan review process and possibly correct a number of cross references that were not updated with the recently approved amendments.

Vulnerability Action Plan and Tuck's Point Rotunda options: We should be ready to present draft recommendations on both projects at the June 5 meeting. There have been good discussions around various options for mitigating flooding risks to our core village area.

10. Correspondences:

- c. Chapter 91 License Application – Jeffrey Kaneb
- d. Chapter 91 License Application – Manchester Marine Corp.
- e. Chapter 91 License Application – Crocker’s Boat Yard, In c.
- f. Notice of Claim for an Adjudicatory Hearing – Manchester Water Department

9:49pm. *Ms. Bilotta moved to enter into executive session per MGL Ch. 30A, Section 21(A)(3) to discuss strategy with respect to collective bargaining, 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. Unanimously approved by roll call vote.*

Meeting Materials:

Volunteer form
WRPTF Presentation
Police Chief Memo
FD Presentation
Flag & Appointment Policies
Consent Agenda items
Correspondences

Next Meetings:

May 25, 2023 (Special Meeting) & June 5, 2023 (Regular Meeting)