

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

Day and Date: Wednesday, May 24, 2023

Time: 8:30 am

Location: Virtual

Meeting called to order at 8:35 AM

In attendance were Committee Members Steve Carhart (Chair), Linda Crosby, Jim Brown, Kurt Svetaka, Gordon Brewster, Olivia Perez-O'Dess (GCACC), Gar Morse. Also in attendance: Chris Olney (Planning Board), Betsy Ware (Interim Town Planner), Cathy Bellota (Select Board), Ben Rossi (Past Member of DIP), Daniel Koff and Claudia LaFontaine (Civic Space Collaborative).

1. **Minutes:** Committee approved April 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 a few members have not completed the “conflict of interest” requirements.
 - c. Phase 2 Downtown Improvement face-to-face meeting with Select Board was pushed from May to June 5th.
3. **DPW:**
 - a. Nate Desrosiers was unable to attend the meeting, update moved to next meeting.
4. **Town Planning:** Betsy Ware reported on the following.
 - a. Zoning By-Law Recodification efforts are still under discussion and there is a tentative special town meeting scheduled in late June to discuss proposed changes.
 - b. A public hearing was held on the compost site move and Black Earth proposed an indoor facility to alleviate the concern of birds and odors.
 - c. Dan Koff and Claudia LaFontaine (Civic Space Collaborative) had a town walk-around earlier in the month with members of the DIP committee, the Historical District Chair, and members of the Bicycle Committee.
 - d. Dan Koff and Claudia LaFontaine provided a detailed update of the status of the placemaking plans. There was quite a bit of focus placed on public restrooms, with a focus on design/style and location.
5. **Parking Study:** It was reported that parking information has been placed on the town website and a QR code was published in the latest Greater Cape Ann Chamber of Commerce directory.
6. **Phase 2 of Downtown Improvements:** Steve Carhart advised the committee that he is preparing for a Select Board to review the current draft plan. It was suggested that discussions of VHB plans be combined with the Place Making plans.
7. **Coastal Resilience Study:** Jim Brown reported that the third review meeting date was going to be announced soon and would be followed by a Coastal Vulnerability Action Plan public update meeting. Dates TBA.
8. **MBTA Zoning Task Force**
 - a. Gar Morse discussed the need for active residential housing inventory and noted that Powder House has zero units on the list.
 - b. Betsy provided a thorough and clear outline of the 40A MBTA Zoning requirements, including the current status.
9. **New Business:** None
10. The date for the **next meeting** has been set for **Wednesday, June 21, 8:30 AM** – on Zoom
11. The meeting adjourned at 10:06 AM.

Respectfully Submitted,

Steve Carhart, Chair

Jim Brown, Committee Member