

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

Date: Wednesday, June 21, 2023

Time: 8:30 AM

Location: Virtual

Meeting called to order at 8:35 AM

In attendance were Committee Members Steve Carhart (Chair), Jim Brown, Kurt Svetaka, Gordon Brewster, Gar Morse, and Marlene Dolan.

Also in attendance were Cathy Bellota (Select Board), Chris Olney (Planning Board), Nate Desrosiers (DPW), Ben Rossi (Past Member of DIP), Daniel Koff and Claudia LaFontaine (Civic Space Collaborative).

1. **Minutes:** Committee approved May meeting minutes.
2. **Organizational Issues:** Steve Carhart noted that he was working with the BOS regarding the "inventory of committees". Steve also noted that members of the committee should have completed the "conflict of interest" requirements.
3. **DPW:** Nate Desrosiers provided an overview of current and upcoming town projects. Items discussed included the School Street paving project and the Pine Street field project. He noted that there were no big construction projects planned for this season. He informed the committee that the grant for the culvert project was received and the town is waiting for state permitting to proceed. The town continues to work on planning projects and studies, including the Facilities Master Plan.

Nate addressed questions from members of the DIP Committee. A few members of the DIP committee spoke in favor of implementing some of the DIP 2.0 initiatives in the center of town, and up Summer Street, ahead of the culvert project.
4. **Town Planning:** Dan Koff provided a brief overview of the placemaking plans and requested board feedback via email through Betsy Ware. During a follow-up discussion, a few members of the DIP committee spoke in favor of prioritizing public restrooms.
5. **Parking Study:** Marlene Dolan presented the contents of the parking information web page (<http://manchester.ma.us/788/Parking>) that has been placed on the town website. She also provided samples of the proposed parking signage that included a QR code pointing to the parking web page. This information has been published in the latest Greater Cape Ann Chamber of Commerce directory. During the follow-up discussion it was suggested that the webpage be supplemented with a map of the downtown area, showing parking lots and possibly other amenities.
6. **Phase 2 of Downtown Improvements:** Steve Carhart informed the committee that the draft plan review presentation to the Select Board went very well. He was invited to present the plan to the Planning Board as an informational exercise. Nate Desrosiers reminded the board that the next step involved developing a design budget which will require a more formal design plan.

7. **Coastal Resilience Study:** Jim Brown reported that the next steering committee meeting, to review the draft Coastal Vulnerability Action Plan, is scheduled for June 21 at 6:30 PM and the public update meeting is scheduled for June 22 at 6:30 PM.
8. **MBTA Zoning Task Force:** Gar Morse noted that the makeup of the Task Force team had been completed and that the first monthly meeting will be held in July. Betsy Ware is in the process of generating an inventory of multi-family units within the MBTA Zoning area. It was pointed out that the MBTA Zoning requirements do not mandate that a certain number of housing units exist, but that our Zoning By-laws allow for a certain number of units (15 Units/Acre). It is believed that Manchester already exceeds this requirement (the study that Betsy is performing will confirm this) but our Zoning By-laws do not currently support the mandated density.
9. **New Business:** None
10. The date for the **next meeting** has been set for **Wednesday, July 19, 2023 @ 8:30 AM** – on Zoom.
11. The meeting adjourned at 10:06 AM.

Respectfully Submitted,

Steve Carhart, Chair

Jim Brown, Committee Member