



MANCHESTER-BY-THE-SEA

SELECT BOARD • TOWN HALL
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MINUTES OF THE SELECT BOARD

July 6, 2023 6:30 p.m. Hybrid Meeting

Join Zoom Meeting, Meeting ID: 865 5038 1866 Passcode: 461315 Mobile: 1.646.558.8656

MEMBERS PRESENT: Ms. Harrison, Chair, Mr. Round – Vice-Chair, Ms. Bilotta (virtual), Mr. Sollosy

MEMBERS ABSENT: Ms. Jaques

STAFF PRESENT: Town Administrator, Mr. Federspiel, Executive Assistant, Debbie Powers

Ms. Harrison called the Select Board meeting to order at 6:30 pm and three members were in person. 6:38pm Ms. Bilotta virtually attended the meeting.

Public Comments on Non-Agenda Items: None

Chairman's Report & Action Items: Reviewed the Action Items.

1a. Interviews – Gordon Turner – Conservation Commission:

Gordon Turner was present to be interviewed by the Board. Mr. Turner is finishing up on the Water Resources Protection Task Force and is looking forward to helping on the commission.

Mr. Round moved that the Select Board appoint Gordon Turner to the Conservation Commission for a term to expire on June 30, 2024, to fill a remaining term. Mr. Sollosy seconded. Unanimously approved by roll call vote.

1b. Elizabeth Nickless – Winthrop Field Committee:

Elizabeth Nickless was present to be interviewed by the Board. Ms. Nickless has helped with the committee for many years and is looking forward to be formally appointed.

Mr. Sollosy moved that the Select Board appoint Elizabeth Nickless to the Winthrop Field Committee for a term to expire on June 30, 2024, to fill a remaining term; Mr. Round seconded. Unanimously approved by roll call vote.

2. Liaison Reports:

Mr. Sollosy updated the Board on the Pine Street Field and discussed the naming of the field.

Mr. Round updated the Board on the Water Resources Protection Task Force highest users' letters, and the Water Rate hearing will be on July 17th. Also discussed the DPW's Storm Water Management Plan.

3. Consent Agenda:

a. **Approval of Minutes – April 13, 2023 & June 6, 2023** – *Mr. Sollosy moved to approve the minutes; Mr. Round seconded. Mr. Sollosy – yes, Mr. Round – Yes, Ms. Harrison – Yes, Ms. Bilotta abstained.*

b. **Annual Reappointments** – *Mr. Round moved to approve the annual reappointments; Mr. Sollosy seconded. Unanimously approved by roll call vote.*

c. **Accept Resignation of Mike Coyne – Parks & Rec. Committee** – *Mr. Round regrettably moved to accept the resignation of Mike Coyne; Mr. Sollosy seconded. Unanimously approved by roll call vote.*

d. **Surrender of Alcohol License – The Mooring, Approval of Hooper Fund Grant Funds for Bike & Ped Committee and Special Event Permit – Cape Ann Kids PM Ride:** *Mr. Round moved to approve the three items; Mr. Sollosy seconded. Unanimously approved by roll call.*

4. Town Administrator’s Report:

1. **Quarterly reviews** for Chief Fitzgerald and himself will be scheduled for your July 17th meeting. He asked if the Board would like to have the new Fire Chief McNeilly in to discuss priorities. The Board would like to have him come in.
2. **Rotunda options and next steps:** Mr. Federspiel asked the Board if they want to set up time at an upcoming meeting to have a focused discussion/public forum on which option is favored. The Board would like to have a public forum on a separate date and decided on July 27th.

5. Appointment of Sean Zahn as Full Member of ZBA:

Mr. Round moved that the Select Board appoint Sean Zahn as a full member to the Zoning Board of Appeals for a term to expire on June 30, 2026; Mr. Sollosy seconded. Unanimously approved by roll call vote.

6. Reserve Fund & Inter Departmental Transfer Request:

The Board reviewed the reserve fund and inter-departmental transfer requests, which are included in the packet, for the end of the Fiscal Year 2023.

Mr. Sollosy moved that the Select Board approve the Reserve Fund and Interdepartmental end of year transfer requests; Mr. Round seconded. Unanimously approved by roll call vote.

7. Discussion Items:

a. **Senior Center:** Mr. Federspiel updated the Board that the Town is looking at three possibilities for a Senior Center. He is hoping to bring a possible proposal to the Fall Town Meeting. All discussed the funding options for the center.

Ms. Bilotta stated that she likes that we are looking at three options, but we need to review the Facility Master Plan before we move forward with any property, along with the Rotunda preservation as well.

b. **Compensation Study:**

Mr. Federspiel informed the Board that we are starting up a department head compensation study. The town is looking to hire the Collins Center at UMass/Boston. They will conduct a salary study of various neighboring and comparable towns department head salaries, along with looking at various systems of advancements and departments staffing structure. The study should be completed by September which aligns with the budgeting process.

Ms. Bilotta asked for a part of the study to include performance management. She would be cautious about any compensation changes until performance management systems are put in place. She would like to make sure we are looking at job rotation as a form of succession planning.

c. Flagpole:

Mr. Federspiel spoke on the planned second flagpole on the town common. Proposed location could be behind the benches at the Fountain. The Board addressed a telescoping pole as an option.

Mr. Sollosy asked if this needs to go before the Historic District Commission? Mr. Round thought it might be good to bring it before them to review the proposal. The Board discussed the need for the flagpole and installation again.

Ms. Harrison asked Mr. Federspiel to look into other communities that have used this type of flagpole and for Mr. Round to bring the proposal to the Historical District Commission.

d. Open Meeting Agenda:

Ms. Harrison stated that this came up in discussion to hold an open agenda meeting to discuss items without deliberation. She would like to hear from the town. She asked if this is legal for the Board to do? Mr. Federspiel answered that it is allowable, and it allows the public to ask questions and get some information, but that Board would not make any decisions.

Mr. Sollosy suggested to include a department head to attend the meeting. Ms. Harrison suggested to discuss this again in August for a meeting to be held in September.

e. FY25 Budget Priorities – Town & School:

Mr. Federspiel updated the Board that at the last joint meeting you had with the Finance Committee, the Finance Committee members shared some of their priorities including:

1. capital planning/facility planning perhaps doing capital planning in the fall and use the winter to focus on reviewing operating budget requests
2. benchmarking with other communities
3. fire deputy position,
4. reserve policy and whether funds should be set aside to save up for certain capital items

He asked the Board if they had any other items they might like to add to the list.

Mr. Round discussed the capital planning and there are not many long-range projects included in the capital budget. We need to catch up on some projects and the numbers need to get out there.

Ms. Bilotta suggested that before we start adding more money to budgets, we need an integrated plan. The facility master plan, coastal vulnerability plan are large pieces that we need. Internal operations can be changed. We do not invest in technology to be more efficient. Benchmarking needs to be “how do they operate” standpoint and we need to revisit the Select Board goals.

The board discussed the use of automated technology to perform some of the internal operations. .

Ms. Harrison thought the Town could get some advice for technical assistance from residents. Mr. Federspiel stated that the Town Accountant and he can gather a group of residents for the review.

The Board discussed the school budget and how they proceed to handle the deficit next year. Mr. Sollosy asked if we could have a joint select board meeting with the school committee. Mr. Federspiel answered that this has happened in the past and can be done again.

Ms. Bilotta suggested that Mr. Federspiel reach out to the Superintendent to ask about their timelines for the next budget. She would like to have something before October. Mr. Federspiel addressed the question about the apportionment formula and if it needs to be discussed.

Ms. Harrison stated that the Board's FY25 budget priorities include looking at tools for automation, lots of concerns for major facilities over the next fifteen years and set up a meeting in September/October with the School Committee, along with both Finance Committees and Select Boards to discuss the school budget.

9. Town Administrator's Report continued:

3. **Vulnerability Action Plan:** Mr. Federspiel informed the Board that the report is ready. We will want to use the report as a springboard for more public discussion which we can plan on doing in the fall.
4. **Governance project update:** The meeting with committee/board chairs and staff went well. Susan Beckman, Cathy, Debbie, Sylvia, and Sue Croft all did a good job preparing for and facilitating the discussions. It was expressed to improve communications by many. New connections were made having people all in the same room which was certainly part of the plan. Participants agreed that having at least two of these types of gatherings a year would be helpful. A high priority is updating the Town's web site.
5. **Pickleball Court and noise:** The Park and Recreation committee commissioned a study to recommend ways to mitigate the noise coming from the courts. While putting up sound absorbing panels along the perimeter fencing will help, it is not likely to satisfy the concern of some of the neighbors. The Parks & Recreation Committee is meeting on July 12th to discuss the study. Pickleball court noise battles are heating up in other locations. In at least one case a court ordered the courts to be shut down until the issue could be fully litigated. We will schedule a discussion between the Board and the Committee on the July 17th agenda.
6. **Ocean Street/White Beach:** He informed the Board there are concerns about the condition of the road, sidewalks and White Beach. While spotrepairs can be done, a complete rebuild without first developing a strategy for the long-term future of the area seems wasteful. Furthermore, calls for seawalls at White and Black Beach are likely to face strong opposition from the state and federal agencies that would need to approve them. We need to assess what the future holds for this area.
7. **Traffic and other enforcement measures** – John Carlson and Mike Coyne have expressed real displeasure in the lack of leniency in recent traffic violations. They believe residents should be given a break for first time offenses. This puts staff in a bind. Consistent and clear procedures work best. This might benefit from a discussion in the near future with the Police Chief and Town Clerk.

10. 8:19pm **Executive Session:** *Mr. Sollosy moved that the Select Board move into Executive Session per MGL Ch. 30, Section 21 (A)(3) to discuss strategy with respect to collective bargaining, if an open meeting may have detrimental effect on the bargaining position of the public body and the Chair so declares and not to return to open session and per MGL Ch. 30, Section 21 (A)(6) to consider the purchase, exchange, lease or value of real property if the Chair declares that an open meeting may have a detrimental effect*

*on the negotiating position of the public body and not to return to open session; Mr. Round seconded.
Unanimously approved by roll call vote*

Meeting Materials:

Volunteer forms
Transfer requests
Consent agenda items

Next Meetings:

July 17, 2023 and July 27, 2023 (public forum)