



MANCHESTER-BY-THE-SEA

PLANNING BOARD • TOWN HALL
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Minutes of the Planning Board

Monday, July 24, 2023 6:30 p.m. Room 5, Town Hall Hybrid Meeting

<https://us06web.zoom.us/j/89623836690?pwd=a0V1WWxOSnk2aG5CY2ZSeVRIN21ndz09>

Meeting ID: 896 2383 6690 Passcode: 423768 Dial in: 646 558 8656

MEMBERS PRESENT: Ron Mastrogiacomo, Chair, Chris Olney, Susan Philbrick, Laura Tenny, Sarah Creighton, Mary Foley, and Christina Delisio

MEMBERS NOT PRESENT:

SELECT BOARD MEMBERS:

STAFF PRESENT: Town Administrator, Greg Federspiel and Interim Town Planner, Betsy Ware

GUEST: Downtown Improvement Committee Members

Call to Order

- Allow public comment on items not on the agenda with a limited time. There was no public comment this evening.
- **Downtown Improvement Committee Presentation (Carhart)**



VHB June 2023.pdf

Mr. Carhart the DIP Chair introduced and highlighted the work completed in 2008 Phase I of the DIP Committee work. He outlined additional proposed improvements for Phase II in the above PDF. Stating that work completed in the downtown area has been haphazardly completed with little understanding of the historical significance. The goal of the Committee is to correct and endorse amenities that are more historically accurate. He specifically mentioned sidewalks and lighting, adding concern for bike and pedestrian safety. Phase II objective: Combine a unified aesthetic and functional flow for everyone present in downtown Manchester-by-the-Sea.

The Town Consulting firm for the proposed work is Vanasse Hangen Brustlin (VHB), a representative for VHB supported Mr. Carhart's presentation stating that VHB's role is to incorporate road-scape, streetscape, and mobility improvements into design.

The Board had a lengthy discussion following the presentation. Mr. Dam stated that what is being proposed is in the concept and design stage and nothing is set in stone. The Board raised concerns around the following:

- The proposal appears to support the current parking standards and it seems cars are winning.
- Sidewalks are not wide enough for walkers, strollers, or two people walking side by side.
- Tree pits do not work.
- School Street intersection is too wide.
- Parking in front of the Mooring is problematic.
- Some parking needs to be eliminated.
- School Street looks like Cambridge not an historic Town.
- Pine and Central Street intersection requires a better solution. Mr. Dam agreed adding that work will be done following the completion of the Central Street Culvert. Mr. Carhart would like to meet with abutters to discuss possible solutions and gain consensus.
- Board members asked if the overhead wires could be moved underground. That is possible according to Mr. Dam.
- Restrict large delivery trucks to specific hours.
- Bump out in front of the Post Office works and should remain.
- Mr. Dam stated that Route 127 is a State Route, but the Town has jurisdiction from Ashland Street to Sea Street.
- Industry standards for travel lanes in 11' and parking spaces is 8'. It was suggested that if these standards are not met then parking spaces need to be eliminated.

- **Civic Space Collaborative Presentation (Koff)**



Manchester Placemaking Plan_FINAL w appendix_6.29.23.pdf

Ms. Ware stated that the Civic Space Collaborative was funded with a grant prior to her becoming Interim Town Planner. Mr. Koff presented the Placemaking Plan in the above PDF which is part of the Esses Manchester Local Rapid Recovery Program supported by grant. Ms. Ware pointed out that in addition to the Placemaking Plan the Civic Space Collaborative is part of the Skating-by-the-Sea event this past winter.

Following Mr. Koff's presentation the Board had the following comments:

- The Select Board and DIP will be the primary recipients of the Placemaking Plan.
- The Placemaking Plan encourages the Town to think holistically about the public realm.
- The Board agreed that the appearance of public clutter needs to be avoided.

- Board members agreed that Masconomo Park and within the Park is the most favorable placement of a rest room facility.
- It was generally agreed that the current Longevity Bence program remain the model moving forward for additional benches and seating throughout Town.
- Some members supported the idea of tables for gathering, noting that the tables outside of the library were an excellent model.
- Any project in the Wayfinding scope should be particular to Manchester-by-the-Sea.

Ms. Creighton recommended that members of the Planning Board participate in the Select Board discussion around moving forward with recommendations about the public realm.

- **Land Use Director/Town Planner (Federspiel)**



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Planner.pdf

Mr. Federspiel indicated that the Planning Board Chair would be involved in the interview and hiring process. He asked if the Board had feedback on the application and indicated he would like to have the position filled by October when it is anticipated that Ms. Ware will be leaving. It is his hope that Ms. Ware will remain to support the MBTA project.

Mr. Olney asked if there had been any response to the ad. Mr. Federspiel stated there had been no response, but the ad had just been posted. Mr. Olney suggested reaching out to Harvard and MIT graduate programs for candidates. Mr. Federspiel agreed he would do that.

Ms. Foley asked about the change of job description from Town Planner to Director of Land Management. Mr. Federspiel stated that the Building Inspector would report to the Director of Land Management. Ms. Delisio suggested that the position be filled by someone AIPC certified and that the entire Board interview candidates.

Ms. Philbrick did not believe it would be an efficient process to proceed with the full Board interviewing candidates given the Board does not have experience with hiring Town employees. She added that Ms. Ware had been an asset working with Town Counsel and fluency with legal issues should be a consideration in the hiring process.

Ms. Delisio reiterated the need for the full Board to interview the candidates. Ms. Creighton stated that she was good with Mr. Federspiel and Mr. Mastrogiacomo interviewing candidates with Board Members relying on their experience.

- **Fall Town Meeting By-Law Discussion**

Mr. Mastrogiacomo asked if there were plans for a Fall Special Town Meeting and when would that meeting take place. Mr. Federspiel stated that the Fall Special Town Meeting is not set in stone but is a consideration. If the Planning Board would like to bring forward Zoning By-Law changes he suggested the Board bring forward one or two items for consideration. If there is a meeting it will be in early November 2023.

Mr. Mastrogiacomo acknowledged the efforts of Mr. Olney and Ms. Creighton in their presentation and answering questions during the Town Meeting.

Ms. Foley stated she would like to move forward with defining an Aquifer Overlay District and Flood Plain By-Law. She does not support additional Housing By-Law changes at this time. Ms. Foley added that she has been waiting for data related to the General District for some time and has not received that data.

Ms. Ware indicated that some data is available and will be posted, however, there are challenges with the Assessor regarding identifying multi-family units and tracking data. Ms. Philbrick indicated that this discussion is off topic and should be help as a separated agenda item for the next meeting. The Board agreed.

Mr. Olney would like the Board to present Senior Housing by Special Permit at a Fall Special Town Meeting. He noted that the By-Law is written, and Manchester-by-the-Sea is the only Town on the North Shore without a Senior Housing By-Law in spite of the fact that the Town has the oldest population on the North Shore. Ms. Creighton agreed with Mr. Olney. She also suggested that the Zoning By-Law for ZBA Special Permit for an ADU be expanded to include family members as well as employees.

Ms. Creighton moved to form a sub-committee on Senior Housing to include the Building Inspector, herself, Mr. Olney, and Ms. Foley; Ms. Philbrick seconded the motion. The motion passed 6 in favor and Ms. Foley opposing.

- **Cell Signaling Technology Update (Ware)**

Ms. Ware stated that a Pre-Application Staff Meeting with several representatives from CST was helpful and the feedback received was that the meeting was informative and beneficial. Ms. Ware is considering several outside consultants specifically Storm Water Management, Traffic and Geothermal. It was recommended that a Fiscal Analysis be completed, Ms. Foley will make that request of the Finance Committee.

- **MBTA Communities Multi-family Zoning Districts – (Philbrick/Olney)**

Mr. Olney stated that the Task Force had met and approved a Mission Statement which is posted on the Town website. The Task Force has a meeting scheduled for August 17, 2023 and starting in September will be meeting twice a month. Ms. Harrison held a meeting with 7 Task Force members in attendance and demonstrated mapping and overlays using the Town's GIS Mapping Program.

Ms. Delisio stated that she listened to the MBTA Task Force meeting and was discouraged to hear some of the questions asked by Task Force members. The lack of understanding, lack of technical expertise and limited grasp of State Law was a concern to her. It was apparent that members did not understand the Law. She asked that her statement become part of the record.

- **Liaison/Committees/Task Force/Working Group Updates**

- Coastal Action Plan (Tenny) – Committee has closed out final report was presented by the Consultant.
- Harbor Management Plan Working Group (Creighton) – Mtg. postponed will be rescheduled.

- FEMA Maps/Floodplain By-law (Ware)
- Water Resource Task Force (Mastrogiacomo) Work of the Task Force was presented to the Select Board with recommendations for increases in water rates.
- CPC (Mastrogiacomo) Report is in Share Point
- Other – Town Governance Report is in Share Point

- **Approval of: Regular Meeting Minutes: (6/6, 6/12)**

Mr. Olney moved to approve the meeting minutes of June 6, 2023 and June 12, 2023; Ms. Philbrick seconded the motion. The motion passed unanimously.

- **Other Matters, as may not have been reasonably anticipated by the Chair** – There were no addition matters to discuss this evening.

Mr. Olney moved to adjourn the meeting; The motion passed unanimously.