



OFFICE OF THE  
**PLANNING BOARD**

TOWN HALL, 10 CENTRAL STREET, MANCHESTER-BY-THE-SEA, MA 01944-1399

Minutes of Planning Board Meeting – July 26, 2021 – Virtual – 6:30 p.m.

Zoom Meeting

<https://us06web.zoom.us/j/89086659374?pwd=RktlR0NoNncyNlAxSHNtTHRtS08rdz09>

Meeting ID: 890 8665 9374 Passcode: 008984

Present: Planning Board Members Chairman Ron Mastrogiacomo, Members Sarah Hammond Creighton, Cristina Delisio, Mary Foley, Gary Gilbert, Chris Olney, One vacant seat  
Board of Selectmen: Chairman Jeff Bodmer-Turner, Members Eli Boling, Ann Harrison, Becky Jaques, John Round  
Staff Present: Town Planner Sue Brown; Town Administrator Greg Federspiel  
Minutes: Helene Shaw-Kwasie

At 6:30 p.m. Planning Board Chairman Mastrogiacomo and Chairman of the Board of Selectmen Bodmer-Turner called to order the Virtual Joint Meeting of the Planning Board and the Board of Selectmen by roll call vote with all members present responding in the affirmative.

Consider and Vote on New Planning Board Member to fill vacancy on Board - Joint Meeting with BOS

Candidates for Planning Board Laura Tenny and Gar Morse appeared virtually before the meeting, introduced themselves, and expressed their interest in joining the Planning Board. Members interviewed the candidates. Mr. Bodmer-Turner called for a roll call vote of the Board of Selectmen for the two candidates. The Board of Selectmen voted by a vote of 4 in favor of Ms. Tenny and 1 in favor of Mr. Morse. Mr. Mastrogiacomo called for a roll call vote of the Planning Board for the two candidates. The Planning Board voted by a vote of 4 in favor of Ms. Tenny and 2 in favor of Mr. Morse. Ms. Tenny received 8 of the 11 votes and became the new Planning Board member.

At 7:05 p.m. upon motion made by Ms. Harrison and seconded by Mr. Boling, the Board of Selectmen VOTED by roll call vote to adjourn their portion of the meeting.

The Planning Board continued on with their Agenda.

Acknowledge receipt of correspondence

There was none.

Allow public comments on items not on the agenda with a limited time

There were none.

Chebacco Road Easement Review (Federspiel/Town of Hamilton Engineer)

Engineer Brad Mustain of Woodard & Curran appeared virtually and presented a Power Point presentation which described the goals and an overview of the project of the proposal to move Chebacco Road. He showed the existing location and proposed location of the road which the Town of Hamilton had voted to approve on May 1, 2021.

Hamilton DPW Director Tim Olson appeared virtually. Discussion ensued about the proposal to relocate the roadway and the next steps to be taken.

Members requested documentation that the new road will protect Gravelly Pond saying that if the road is paved it will increase traffic, and asked if it is the best thing for Gravelly Pond. They asked to hear from the two towns, and would like additional information, further documentation and conversations. It was noted that the Notice of Intent does not show Manchester as the owner.

Mr. Olson said that Woodard & Curran would prepare a storm water management plan but Hamilton wants to wait to spend the money until they find out if Manchester is in favor. He said the biggest current problem is erosion and sediment control and they would put in swales and retention to keep runoff out of Gravelly Pond. They plan to plant new native trees to create forest where the current road is. He said what is motivating Hamilton to do this is that the road is a gravel road that requires a high level of maintenance, a new road would give better access to the landfill, bus service and mail service could use the road, a paved road could reduce maintenance costs, and public safety would be improved. He said there would be 33,000 sf of land clearing on the Manchester Conservation land and the plan looks to minimize the number of trees removed.

Upon motion made by Mr. Gilbert and seconded by Mr. Mastrogiacomo, by roll call vote with Members Creighton, Gilbert, Mastrogiacomo and Olney voting in favor, Members Delisio and Foley opposed, and one vacant seat to endorse the project to move Chebacco Road as presented.

Blasting Article Process/guidelines for blasting as described in the Article 13. (Federspiel)

Mr. Federspiel was not in attendance at this portion of the meeting. He had submitted an email on the issue of creating blasting regulations. The Board will form a subcommittee on August 23<sup>rd</sup>.

Regarding the suggestion that the Fire Department and DPW should make recommendations to the BoS, Town Planner Brown reported that Town Meeting voted for the Planning Board to make the regulations. The Board is mandated to propose such regulations.

#### 10 Forest Lane ANR (Collins)

Mr. Timothy Collins appeared virtually with an application for ANR at 10 Forest Lane. He said the ZBA had approved a Variance to divide the site into two lots.

Mr. Gilbert reported that he had vetted the plan. The way is adequate.

Upon motion made by Ms. Creighton and seconded by Mr. Olney, it was VOTED by roll call vote with Members Creighton, Delisio, Foley, Gilbert, Mastrogiacomo and Olney voting in favor and one empty seat, to endorse as ANR 822 the plan entitled Site Plan of Land Located in Manchester-by-the-Sea, MA Prepared By American Land Survey Associates, Inc.” Scale 1” = 20’, dated May 2, 2015 (revised June 28, 2021) Prepared for Tim Collins.

#### Update on LCD (MAPC) Overlay District Study (Brown)

Mr. Chris Kuschel of MAPC appeared virtually and addressed the Board.

Regarding calculating the assessed value of residential development, and the number of vehicle trips that could be attributed by the DPW and recreational fields, Mr. Kuschel responded that the assessed value was based on square feet of development and not on the number of units; vehicle trips for the DPW and recreational fields are not readily available, and because these are the same for the two mixed use scenarios, the overall comparison would not change. In response to a question about the role of the Planning Board, he understood that the Planning Board’s role is to implement the Town’s vision which for this site is to allow for a range of uses that serve the Town. Regarding whether there is a concern about single access, he said an ideal situation is to have multiple accesses for any neighborhood but it is not uncommon or a problem to have a single access road. Regarding naturally occurring affordable housing, he said smaller houses would be naturally more affordable than the majority of houses in Manchester. Regarding life science uses, he believed they would have water issues to address. He briefly discussed mixed use strategies and how to limit single uses and assure a mix of uses.

#### Draft Open Space & Recreation Plan Letter of Support (Brown)

Town Planner Brown reported that she had drafted a letter of support for the Board to consider. Mrs. Foley requested that Ms. Brown add specific things that the Board liked about the Plan or initiatives they supported. Ms. Brown will make changes for the next meeting.

#### Recodification Road Map Committee (public outreach on zoning changes)

##### ○ Discussion of Recodification approach for Town Meeting (Olney/Creighton)

Ms. Creighton and Mr. Olney submitted four documents, version 7-22-21, with strategies for November Town Meeting and asked the Board to consider what they want to revise and what they want for the November Town Meeting. They will finalize the Use Table and provide a guide for the Table. They also prepared a chart of current bylaws and proposed locations for sections of the proposed bylaw.

Mr. Mastrogiacomo will set up a meeting with Town Moderator Wilson. Ms. Creighton and Mr. Olney will ask for feedback on the approach for Town Meeting from Mr. Wilson and will work on Use Tables.

[Mr. Gilbert left at this point.]

Approval of Regular Meeting Minutes: July 12, 2021

Upon motion made by Ms. Creighton and seconded by Mrs. Foley, it was VOTED by roll call vote with Members Mastrogiacomo, Creighton, Delisio, Foley, and Olney voting in favor and Mr. Gilbert absent and one vacant seat, to approve the minutes of July 12, 2021.

Subcommittee and Liaison Updates

Mrs. Foley reported that she had attended the Finance Committee on July 15<sup>th</sup>. Nothing was Planning Board related.

Mr. Olney reported that the State had a program to allow housing authorities to redevelop their property. The requirement that there be a one to one match of new units for the old housing.

Gary Russell Letter of Appreciation

Mr. Mastrogiacomo reported that he will send the letter of appreciation to Mr. Russell.

Other Matters, as may not have been reasonably anticipated by the Chair

None.

Upcoming Meetings:

August 23, 2021 (6:30 PM) (Ms. Tenny will not be present.)  
September 13, 2021 (TBD)  
September 27, 2021 (TBD)

There being no further discussion and upon motion made by Ms. Creighton and seconded by Mrs. Delisio, it was VOTED to adjourn the meeting. Adjourned at 8:50 p.m.

Submitted,

Approved by the Board on August 23, 2021

Helene Shaw-Kwasie  
Secretary

Mary Foley  
Clerk

N.B. These minutes are not verbatim. They are the secretary's interpretation of what took place at the meeting.

Documents used at the meeting  
Minutes of July 12, 2021  
10 Forest Lane ANR  
Chebacco Road Project Power Point  
MBTS LCD Scenarios  
Letter of Support for OSRP  
Possible Articles  
Gary Russell letter of appreciation  
Gar Morse CV  
Laura Tenney Letter of Interest