



MANCHESTER-BY-THE-SEA

SELECT BOARD • TOWN HALL
Manchester-by-the-Sea, Massachusetts 01944-1399
Telephone (978) 526-2000 FAX (978) 526-2001

MINUTES OF THE SELECT BOARD

August 7, 2023 6:30 p.m. Hybrid Meeting

Join Zoom Meeting, Meeting ID: 834 7836 5325 Passcode: 083867 Mobile: 1.646.558.8656

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

MEMBERS ABSENT:

STAFF PRESENT: Town Administrator, Mr. Federspiel, Executive Assistant, Debbie Powers, Town Clerk, Dianne Bucco, Police Chief, Todd Fitzgerald

Mr. Round called the Select Board meeting to order a 6:30 pm and four members were in person and Ms. Harrison virtually.

Public Comments on Non-Agenda Items: None

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

1. Swearing-In Ceremony – Officer Ronald Ramos:

Chief Fitzgerald introduced Officer Ronald Ramos as Manchester's newest full-time officer and provided a brief description of his background. Town Clerk Dianne Bucco swore in Officer Ramos.

8a. Approval of Minutes:

Ms. Jaques moved to approve the minutes of June 12, 2023; Ms. Harrison seconded. Mr. Sollosy – yes, Ms. Jaques – yes, Ms. Harrison – yes, Mr. Round – yes, Ms. Bilotta – abstained. Vote 4-0

Ms. Jaques moved to approve the minutes of June 20, 2023; Mr. Sollosy seconded. Unanimously approved by roll call vote.

Ms. Bilotta moved to approve the minutes of July 6, 2023; Mr. Sollosy seconded. Mr. Sollosy – yes, Ms, Jaques – abstained, Ms. Harrison – yes, Mr. Round – yes, Ms. Bilotta – yes. Vote 4-0

8c. Coast to the Cure NF Bike Ride 2023:

Ms. Jaques moved to approve the Coast to the Cure NF Nike Ride; Mr. Sollosy seconded. Unanimously approved by roll call vote.

8b. Committee Appointments:

Ms. Jaques moved to approve the Committee appointments as noted in the meeting posting; Ms. Bilotta seconded. Unanimously approved by roll call vote.

2. Discussion Items:

a. Parking & Other Enforcement Approaches:

Mr. Federspiel stated that this was prompted by a few residents' concerns about the approach to parking enforcement and waiving of tickets. The Town Clerk serves as the Parking Clerk, who was present at the meeting along with the Police Chief.

Town Clerk Bucco explained the appeals process to the Board. She explained it is easier now and there are fewer appeals. She follows the parking rules that are provided. She explained that every ticket written costs the town and businesses know about the parking passes. There are rules and she follows the rules. She further explained if she does not abate the ticket a person can go to the court magistrate.

Chief Fitzgerald stated the Town has only one parking enforcement officer and it has been very difficult to hire for parking enforcement.

The Board addressed the parking in Masconomo Park and Tucks Point boating placards. Ms. Bucco noted that they will change the permitting processes next year at Tucks Point but asked to hold off on only issuing non-resident boater placards for next year.

Ms. Bilotta asked to place parking enforcement on the action items list to bring it up before next season. Ms. Jaques explained that this is an on-going issue, and it is always brought up.

John Carlson, 9 Walker Road, stated he brought this up because it has not just happened to him. He stated that when you put an appeal in one person's hand, with no guidelines, is not right. The new Children's librarian forgot to put the placard in their car and her appeal was denied. This was a perfect case to waive the ticket. He is looking for the Board to establish a process for resident tickets.

The Board's consensus was to not to change anything now but will revisit before next season.

Jim Starkey, 13 Tucks Point Road, explained the parking problem at Tucks is about overnight parking, some stay 3 weeks at a time. No tickets have been issued for long time parking and there are no rules for overnight parking. The Board decided that we will need to address this before next season as well.

3. Interviews:

a. Robert Scott – Zoning Board of Appeals:

Robert Scott was present to be interviewed by the Board. He stated he is a state building inspector and have enforced zoning in the past. He is very educated in zoning enforcement.

Ms. Jaques asked about his time availability. Mr. Scott can attend site visits and remotely attend the meetings. She also asked what he sees we are doing well and what we need improvement on. Mr. Scott would like to make sure we are supporting the Building Inspector with enforcing zoning.

Ms. Jaques moved that the Select Board appoint Robert Scott to the Zoning Board of Appeals for a term to expire on June 30, 2026; Ms. Bilotta seconded. Unanimously approved by roll call vote.

Sarah Pierce, 9 Friend Street, asked about the qualifications for a member of the ZBA. Ms. Harrison explained that the Planning Board issues the zoning rules and the ZBA follows and enforces the zoning bylaws.

b. Mary Peart – Council on Aging:

Mary Peart was present to be interviewed by the Board to be a member of the Council on Aging. She explained her background is in elder services and wanted to step up to help out on the Council.

Ms. Bilotta moved that the Select Board appoint Mary Peart to the Council on Aging for a term to expire on June 30, 2026; Mr. Sollosy seconded. Unanimously approved by roll call vote.

4. Beach Bums Shuttle Service Update:

Steven Potter was present to update the Board on the shuttle service. He explained everything is going very well. They have received positive feedback, and many are supportive of the service. He also explained they have changed their pickup location to Captain Dusty's.

Ms. Harrison asked about the 15 minute parking spot at Captain Dusty's. Mr Sollosy addressed that spot is a problem for the business and they have no issues with the shuttle service using it.

2b. FY25 Budget/Reserve:

Mr. Federspiel explained that the Finance Committee is continuing their discussions on the appropriate amount of reserves that we should have as our target. The current policy is to aim for 10% of total annual expenditures, including the appropriations to the School District. He believes we need to be putting more of our annual revenue towards capital.

Ms. Bilotta noted that there is not much to discuss tonight until we receive the facilities master plan. This topic should be addressed at the next meeting, after we have reviewed the Facilities Master Plan.

Dean Nahatis stated the committee is looking at what we really need for reserves for emergencies or whether the town is putting money in a "savings account".

Ms. Harrison explained that reserves are not a savings account, and the use of the funds need approval by Town Meeting. It has been used less for emergency situations and has been used instead of raising taxes.

Sarah Mellish, Chair of the Finance Committee, explained the position of the Finance Committee was to not stockpile funds in reserves and that the Town should be charging taxes as expenses arise. The reason for reserves is for unexpected occurrences. The Finance Committee feels it is important that the taxpayers approve each project accordingly.

c. Harbor Management Plan:

Mr. Federspiel updated the Board on the groups slow start. There may be a need for a change of the makeup of the committee and have it as an advisory group to work under the department head.

The Harbormaster addressed the Board about the makeup of the group. His original thought was for an advisory group to be called upon by the hired consultant to provide guidance to them. He would be a liaison of the group and he will work with whatever the Board decides to help move ahead.

Ms. Bilotta stated that we identified the group and scope of the work which falls under the Harbormaster. She is comfortable with a group of individuals working with the Harbormaster and the Consultant.

Ms. Harrison asked if the Board is okay with approving the consultant. Mr. Pike stated that the Town could go out to bid but Urban Harbors is a governmental entity, and the Town can bypass the procurement process. Ms. Jaques agrees with our Harbormaster and who he would like to contract with.

Ms. Bilotta moved to rescind the Select Board prior vote to create a Harbor Management Working Group reporting to the Select Board and in its place through the Harbormaster to create an advisory group to

advise him on the Harbor Management Plan; Ms. Jaques seconded. Ms. Jaques – Yes, Ms. Harrison – no, Ms. Bilotta – yes, Mr. Sollosy – yes, Mr. Round – yes Vote 4-1

The Harbormaster will put articles in the cricket to keep the public informed of the process.

5. Governance Project Update:

Mr. Federspiel updated the Board that many were very appreciative of the summit meeting and would like to hold this type of meeting a few times a year. As discussed, not all committees have to be formal and can work under a department head. He also addressed the Select Board’s “Conversation Corner” during town events.

Mr. Round thought the Board should hold office hours and should start back up in September. The Board discussed having a table at the town carnival in October and Mr. Sollosy will speak with the organizers.

6. American Legion Alcohol License Amendments:

The Board discussed the hours of entertainment on the back deck for the American Legion and the permission to hold an outdoor music event on private property. Mr. Federspiel will check with Town Counsel and report back to the Board.

Ms. Harrison moved to approval the application for license amendments; Ms. Jaques seconded. Unanimously approved by roll call vote.

7. Liaison Updates:

Ms. Harrison stated the School Collaboration group is continuing to work as a “think tank” for ideas for the FY25 budget.

Mr. Sollosy updated the board that USA Pickleball will be in town next week and the town will become a testing ground for sound meditation.

Mr. Round announced that the DPW has a group of residents to test the new water meters.

9. Town Administrator’s Report

Rotunda: Mr. Federspiel stated the visual simulations will be here by August 23. We have eliminated the option to extend the pier further out due to permitting issues. If we stick with the existing footprint, it will significantly simplify and speed up the permitting process. The decision is needed by early September to carry out the construction in the fall of 2024 and into the winter of 2025. He asked if the Board would like to hold forums at the end of August and at the meeting on September 5th at which time the Board would make a decision or skip the late August forum date and hold a forum on the 7th or 14th of September and vote at your September 18 meeting.

The Board decided to hold the forum on September 14th and vote on an option at the September 18th meeting.

Ocean Street: The stretch of Ocean Street along White and Black Beaches is problematic, and any major reconstruction of the road and sidewalk is extremely vulnerable to destructive storms. Getting permits for a much more heavily fortified roadway is very unlikely. The Board will need to come up with a game plan at some point, but a major reconstruction and fortification of the area is not in the cards as much as some might want this.

Senior Center efforts: The Town has contracted with an architect to help develop a couple of concepts for sharing the Mason Building. This work will be completed by the end of August and will include input from the Masons.

10. Executive Session:

Ms. Harrison approved the contracts for the Fire Union, DPW union, and Clerical union; Ms. Jaques seconded. Unanimously approved by roll call vote.

9:18 Ms. Jaques moved to adjourn the meeting; Ms. Bilotta seconded. Unanimously approved by roll all vote

Meeting Materials:

Interview materials

Alcohol License Amendment Application

Consent agenda items

Upcoming Meetings:

August 21, 2023

September 5, 2023