

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

Date: Wednesday, August 16, 2023

Time: 8:30 AM

Location: Virtual

Meeting called to order at 8:38 AM

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

Also in attendance were Cathy Bilotta (Select Board) and Chris Olney (Planning Board).

1. **Minutes:** Committee approved June meeting minutes.
2. **Organizational Issues:** Steve Carhart informed the committee that Cathy Bilotta, Select Board member, has been chosen to be the DIP Committee liaison to the Select Board.
3. **DPW:** Discussion deferred to next meeting.
4. **Town Planning:** Discussion deferred to next meeting.
5. **Parking Study:** Marlene Dolan presented an overview of actions that resulted from the parking study. She noted that based on the previous board discussion, a QR code linking to a parking information page will be utilized on related brochures and publications. Marlene also discussed the standardization of signage, noting that after benchmarking other North Shore communities we will move forward with a similar approach. Cathy Bilotta informed the committee that the Select Board received input from the community regarding parking in the downtown area and that this was discussed at the August 7th Select Board meeting. Minutes of the meeting can be accessed on the town website.
6. **Phase 2 of Downtown Improvements:** Steve Carhart informed the committee that the draft plan review presentation to the Planning Board on July 24th went very well and there was valuable feedback and suggestions. Chris Olney added that he felt the meeting was productive. Minutes of the meeting can be accessed on the town website.

Based on feedback from this meeting, Steve Carhart, Kurt Svetaka, and Gordon Brewster will begin an informal review of the Bridge/Central/Bennett/Pine Street intersection in terms of sidewalks, curbing, and lighting with safety in mind. The review will include a neighborhood input session.

7. **Coastal Resiliency Study:** Jim Brown reported that the Coastal Resiliency team has not met since the public update meeting on June 22 and there is no new information to report.
8. **MBTA Zoning Task Force:** Steve Carhart informed the committee that the MBTA Zoning Task Force will be held on Thursday, August 17th. The discussion will include key issues and potential housing locations, and the possibility of expanding existing housing. T complete agenda available on the Manchester website.
9. **New Business:** Cathy Bilotta noted that the Finance Committee was adopting a new approach to budget planning with an initial focus on capital expenses followed by general expense planning.

She suggested that the committee becomes familiar with the process for planning. Kurt Svetaka informed the committee that he had reached out to Betsy Ware to see about available grants.

10. The date for the **next meeting** has been set for **Wednesday, September 20, 2023 @ 8:30 AM** – on Zoom.

11. The meeting adjourned at 9:07 AM.

Respectfully Submitted,

Steve Carhart, Chair

Jim Brown, Committee Member