



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 21, 2023

6:30 p.m.

Hybrid Meeting

Join Zoom Meeting, Meeting ID: 597 824 8366 Passcode: 509143 Mobile: 1.646.558.8656

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

MEMBERS ABSENT:

STAFF PRESENT: Town Administrator, Mr. Federspiel, Executive Assistant, Debbie Powers, Library Trustee, David Lumsden, Police Chief Fitzgerald & Sergeant Louf

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

Public Comments on Non-Agenda Items: None

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

1. Interviews for Library Trustee:

a. **Leslie Beatty** – Ms. Beatty was present to be interviewed by the Select Board and Library Board of Trustee Member David Lumsden. Ms. Beatty provided her background in library science and community service.

b. **Sarah Davis** – Ms. Davis was present to be interviewed by the Select Board and Library Board of Trustee member David Lumsted. Ms. Davis provided her background as a working attorney with two children and stepped up to support the library.

The Board and Mr. Lumsted discussed what they would like to see in a trustee.

Ms. Harrison asked if the Board is ready to vote tonight. Ms. Jaques expressed that they should help the Library Board by voting tonight.

Ms. Jaques moved to approve the appointment of Sarah Davis as a Library Trustee interim member until the upcoming town election in the spring; Mr. Sollosy seconded. Select Board and Library Trustee unanimously approved by roll call vote. The Board expressed their appreciation for Ms. Beatty's interest and hoped she would seek other ways to assist the library.

2. Bike & Pedestrian Committee Interviews:

a. **Michael Gates** – Mr. Gates explained he is an avid walker and biker. He noticed the committee was looking for volunteers and stepped up.

b. **Ryan Chamberlain** – Mr. Chamberlain explained he is a parent with two children that bike or walk to school and saw openings on the committee. He thought it would be a good opportunity to get involved in town.

Ms. Harrison explained there is only one opening on the committee, not the two that was advertised. Ms. Bilotta, as liaison, stated the Committee would like to keep the membership to 8. She also addressed that the Bike & Pedestrian Committee was looking for someone with children in the school district.

Ms. Bilotta moved to appoint Ryan Chamberlain to the Bike and Pedestrian Committee to finish out a remaining term to June 30, 2024; Mr. Round seconded. Unanimously approved by roll call vote.

The Board thanked Mr. Gates for stepping up.

3. **Town Green Introduction – Climate Action Non-Profit**

Maureen Aylward, Director and Dick Prouty, Chair of the Town Green Board was present to review their presentation with the Board, which is included in the packet.

Ms. Jaques stated they mentioned an event in late fall in Manchester, asked if it would be a community event or oriented towards the schools. Ms. Alyward answered that they would hold a few community engagement webinars and two fields' trips. These would be coordinate with the municipality.

Mr. Federspiel further explained that the vulnerability assessment in the village area created a long list of possibilities in terms of action steps. With Town Green's help they could facilitate deciding which ones to focus on.

Ms. Harrison asked what is expected from the Board tonight. Mr. Prouty stated that tonight was just an introduction. Town Green is providing information to the community at no charge and conducting discussions about the issues.

4. **Discussion Items:**

a. **Facility Master Plan**

Mr. Federspiel explained the initial draft plan will be in the next meeting packet and if there were any questions tonight or wait till next meeting. This is a preliminary discussion before having the study in hand.

The Board decided to wait till they have the final draft study in hand.

Ms. Bilotta asked what they expect to see in the draft plan. Mr. Federspiel answered that plan will provide baseline information about the conditions of the buildings, probable costs, and rough estimated costs for plan "x". It will also priorities building replacements/upgrades with date ranges.

b. **Speeding/Parking on Beach Street**

Speeding - Ms. Harrison addressed the Police Chief's report on speeding, which is included in the packet. Chief Fitzgerald and Sergeant Louf were present.

Ms. Bilotta knows that some traffic mitigations are already in place, including the pedestrian crossing lights. She asked for an update of what is currently in process. Chief Fitzgerald answered that the pedestrian lights are in and waiting to be installed at School & Pleasant Streets and Pine and Pleasant Street. Also, the speed trailers are out, traffic counters as well and the Department has a dedicated

officer for speeding. The Department gets complaints all over town and it is unreasonable to stop all speeding.

Ms. Jaques addressed speeding on Beach Street. Sg. Louf answered that most speeding stops are residents and verbal warnings are recorded in our town records. Ms. Harrison asked for the Chief's recommendations to calm traffic on Beach Street. Chief Fitzgerald answered that a raised intersection/crosswalk or a 3D rendering of a raised crosswalk would help.

Parking on Beach Street –Mr. Sollosy advocated increasing the parking on Beach Street. The street could allow up to 35 cars and could eliminate a few spots at the entrance to Harbors Point to install a crosswalk. This is a way to add parking, create safety, and traffic calming on Beach Street.

Ms. Bilotta asked what the rationale for the removal of the parking spaces was. Mr. Federspiel answered that people did not like the look of parked cars along the waterfront and the perception of a verbal agreement that there would be no parking there if the Town acquired parking at Signing Beach. Chief Fitzgerald mentioned that it was for safety as well and reviewed the 2017 memo from Chief Conley.

Mr. Round asked why this is coming up again. Mr. Sollosy answered that this came up when he was approached for a crosswalk at Harbors Point. Cars parked along the side of street would help with traffic calming. He feels that it would be a commonsense approach to a problem.

Ms. Bilotta will take the Board's questions of installing a crosswalk to Harbors Point and how many parking spaces will the Town lose if installed, to the Downtown Improvement Planning Committee and the Bike and Pedestrian Committee.

c. **Ocean Street Public Forum Date**

Mr. Federspiel stated the Board has heard from residents and the Town currently has no plans to upgrade the road. We would need a full engineering study of the road but there is a reluctance to do that because the improvement would be nullified by the first storm. The residents are frustrated, and he asked the Board what thoughts they had on the situation.

Ms. Harrison stated that we need to have a conversation with the residents to convey that we cannot do a major plan without an engineering study and if they don't allow it, no improvements can be made.

Ms. Bilotta would like to see what the options are before we hold a forum. Mr. Federspiel answered we could have the DPW provide the Board with some options. Ms. Harrison asked for them by January 2024.

Jack Burke, 16 Ocean Street, described the history of Ocean Street. To move forward you will need options. The Conservation Commission in the past wanted to see the study done to turn the road back to nature.

5. Liaison Reports

Ms. Jaques asked for an updated liaison list.

Ms. Bilotta informed the Board that the Bike & Pedestrian Committee will be coming to the September 18th meeting to speak about an application to the State to change the speed limits on Route 127. The Downtown Improvement Committee has worked with town staff on updating parking information on the website and are working on providing a printing up some collateral with a QR code to distribute to businesses to help visitors to assess parking information.

Mr. Round stated the DPW/Water FAQs were mailed with the water bills. The DPW Director has finalized the list on the meter pilot study.

6. Consent Agenda:

a. Approval of Minutes – July 17, 2023

Ms. Bilotta moved to approve the minutes of July 17, 2023; Mr. Sollosy seconded. Mr. Round – Yes, Ms. Bilotta – Yes, Mr. Sollosy – Yes, Ms. Harrison – Yes and Ms. Jaques abstained. Vote 4-0

b. Election Officer Appointments

c. Ratify Reappointments of Town Accountant & Town Clerk

d. Touch a Truck Event – Town Hall Parking Lot

Ms. Jaques moved to approve the remaining consent items b, c and d; Ms. Bilotta seconded. Unanimously approved by roll call vote.

7. Town Administrator’s Report

Pickleball update: Parks & Recreation Director Cheryl Marshall is waiting for details from the sound barrier manufacturer and installation to be completed in Beverly. The US Pickleball Association will be conducting sound measurements at our courts and a few of the houses in the neighborhood.

Public Outreach/Engagement Campaign – MBTA Zoning & Climate Resiliency: We need a plan to engage residents in these topics by the fall. The Town will be hiring a consultant for the MBTA zoning work who might be able to assist along with Tiffany Marletta. There are other organizations that could be hired to assist, the Heart and Soul group I have mentioned before, the Consensus Building Institute, Town Green, and others.

Finance Committee proposed reserve policy: The Finance Committee voted to recommend that our target reserve be dropped from 10% of total expenditures to 8%. He explained his concern is growing our available funds for capital. We did the opposite this past budget season, we had an unexpected uptick in local receipts due to a one-time FEMA reimbursement and motor vehicle excise taxes. This higher revenue combined with expenses that came under budget means our fund balance is not shrinking as much as was projected. They also recommend that if capital funds have not been spent within two years then the department needs to come in to discuss why.

2nd flagpole on the Town Common: You have been discussing the possibility of adding a second pole, perhaps near the water fountain. The telescoping pole drops down to 6.5’ tall and it is semi-portable.

September meetings: He stated that regular Select Board meetings on Tuesday, 9/5; Rotunda Forum on Thursday 9/14 at 7PM, and your second regular meeting on Monday, 9/18.

Vacation: Informed the Borad that he will be away the week of 8/28.

9:09 Ms. Jaques moved to adjourn; Mr. Sollosy seconded. Unanimously approved by roll call vote.

Meeting Materials:

- Volunteer applications
- Town Green Presentation
- Speeding & Beach Street Parking information
- Consent agenda items

Upcoming Meetings:

September 5, 2023

September 14 – Rotunda Public Forum

September 18, 2023