



MANCHESTER-BY-THE-SEA

SELECT BOARD • TOWN HALL
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MINUTES OF THE SELECT BOARD

September 5, 2023 6:30 p.m. Hybrid Meeting

Join Zoom Meeting, Meeting ID: 812 7511 2499 Passcode: 655089 Mobile: 1.646.558.8656

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

MEMBERS ABSENT:

STAFF PRESENT: Town Administrator, Mr. Federspiel, Executive Assistant, Debbie Powers

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

Public Comments on Non-Agenda Items: None

Phil Furse, 8 Blossom Lane, commented on the new proposed new water rates. He said he spoke with Scott Horsley, read the water report and met with Chuck Dam. He asked the Board to not jump right into the new rates and asked why jack rates up so fast.

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

1. **ADA Advisory Committee Interview – Caitlin Eppes:** Ms. Eppes was present to be interviewed. She stated she grew up in Manchester, has a disabled daughter and is more aware of the aging population and their needs as well as disabled citizens.

Ms. Bilotta asked her to share some improvements that the Town could make to be more assessable. Ms. Eppes answered a pathway that connects the handicap parking spaces to various places in Masconomo Park, more benches to sit and educate the businesses on how to serve that population better.

Beth Heisey, Chair of the ADA Committee, said she is looking forward to her joining the committee.

Ms. Jaques moved to appoint Caitlin Eppes to the ADA Advisory Committee for a term to expire on June 30, 2026; Mr. Sollosy seconded. Unanimously approved by roll call vote.

2. **Review Plans for Commercial Fishing Floats – Morss Pier:** Mr. Federspiel updated the Board on the design work to expand the commercial fishing pier to increase dockage. The Harbormaster was able to obtain grant funds from the Seaport Economic Council for the added floats that parallels the seawall. The Board reviewed the plans, that are available in the packet.

Mr. Federspiel asked if the Board is comfortable with the plans and if it is okay to proceed.

Ms. Harrison asked if there will be wood or steel pilings. Mr. Federspiel answered wood to keep it consistent with what is there now.

Ms. Jaques asked if this would increase the number of commercial fishing boats? Mr. Federspiel answered that may be possible.

Mr. Sollosy asked about time frames. Mr. Federspiel permitting could take a year and thinking this would be started in late fall/winter next year.

Mr. Round moved to proceed with the permitting process for the commercial fishing fleet; Ms. Bilotta seconded. Unanimously approved by roll call vote.

3. Discussion Items:

c. Facility Master Plan: The Board reviewed the presentation with Tetra Tech representatives Christopher Koehler and Robert Parson, which is available in the packet.

Ms. Bilotta stated they provided good information but have some suggestions for the next draft. She thought for the residents to understand the recommendations, it would help to provide a bulleted list of the assumptions and the requirements. They need to be separated out clearly. General comments from residents that have looked over the plan was they seem to make town employees happy. She did not expect this comment. She also suggested using clearer language and looking at the whole scenario, instead of at each individual piece, to have residents better understand the whole plan.

Ms. Jaques agrees with Ms. Bilotta's comments. We need to have an easier way to have informational dialogue with the residents.

Mr. Round thought it was clear but suggested providing bullet points for every facility. He also said to put a list of all projects and provide a bottom line and time frame for each. Make each project as a standalone with the costs.

Ms. Harrison commented on the lack of affordable housing, and it should be noted that when you are assigning new buildings to new places, it should be asked if that would be a better place for housing or for municipal use.

Ron Mastrogiacomo, asked for the square footage of the DPW facility. Mr. Dam answered he is not sure but will have it in the final draft.

The Consultants will address the Board's comments and will come back to discuss at a later time.

a. Open Meeting Agenda: Ms. Harrison explained it would be an open agenda with no deliberations. The Board decided to hold it from 5:30-6:30pm on October 16, 2023.

b. Additional Flagpole: Ms. Harrison explained we have only had one organization ask for a flag which we have been accommodating. Mr. Sollosy thought the Board should be done with this and hold off. Ms. Bilotta stated we have the information and can revisit it when we have more than one organization.

d. Public Outreach/Engagement Strategies: Mr. Federspiel explained that public outreach and strong engagement are Select Board priority goals, along with the Governance Project. There are a lot of big topics coming up that will generate conversations, including the budgeting needs for the school district, impacts of climate change, MBTA zoning, etc.. Susan Beckwith could not attend tonight but the Board needs to think about this plan. He suggested forming a small subcommittee to discuss this plan.

The Board decided that Ms. Jaques and Mr. Round would join the communication outreach group.

e. **Board of Library Trustee Membership Increase:** Ms. Harrison suggested that the Trustee see how they work with the three members and come back to the Board with their recommendation, if needed.

f. **School Collaborative Update:** Mr. Federspiel updated the Board on the collaborative group, which is an informal advisory group to the district's administration. They are not a formal committee and are not subject to the open meeting law but this past year there were concerns about the format. He suggested that the Collaborative provide summaries of the meetings and hold "summit" meetings with both sets of Select Boards and Finance Committees along with the School Committee to address the flow of information without losing the benefits of the current structure. The first meeting is scheduled for September 19th at 7pm. He asked the Board to think of what the key challenges of FY25 are before the meeting.

Ms. Bilotta asked if the School Committee have worked on strategies for their programming and facilities. Mr. Federspiel answered he was not sure if this had started. They are looking for input from both towns as to what they feel they can support.

4. Liaison Updates:

Mr. Round updated the Board that the DPW did not receive any questions/comments about the FAQs that were mailed out with the recent water bills. Ms. Bilotta asked about the Select Board's comments about the new figures and business list. Mr. Federspiel stated that will be discussed at the next meeting at the hearing.

5. Consent Agenda:

- a. Approval of Minutes – August 7, 2023 – will be on the next agenda. Jaques/round 5-0
- b. Short Term Rental Licenses – 26R School Street, 64 Norwood Avenue & 54 Union Street
- c. Ratify Hiring of Library Director – Cynthia Gemmell
- d. Approval of Intermunicipal Agreement with Hamilton

Ms. Jaques asked to remove the short-term rental licenses and the IMA with Hamilton.

Ms. Jaques moved to approve the hiring of the Library Director; Mr. Round seconded. Unanimously approved by roll call vote.

Short Term Rental Licenses – *Ms. Jaques moved to approve the licenses for 64 Norwood Avenue and 54 Union St; Mr. Round seconded. Unanimously approved by roll call vote.*

The Board asked for 26R School Street to come before the board to address questions.

6. Town Administrator's Report:

1. **Succession Planning:** Mr. Federspiel explained that there is one employee who may be interested and has provided some training opportunities as well as discussed involving this person in some upcoming projects. In the Police Department the Lieutenant hopes to advance and here, too, set up some training opportunities.
2. **Budget and Priorities:** Updated discussion on priorities and your goals for the FY25 budget are in order.
3. **Meeting Dates:**
 - a. Rotunda Forum – 9/14 at 7PM
 - b. Regular Meeting – 9/18 at 6:30PM

c. School "Summit" Mtg – 9/19 at 7PM

7. **Correspondence: FEMA Proposed Flood Hazard Determination Letter:** Mr. Federspiel stated that this was an FYI and the final FEMA maps will be done next year. Ms. Jaques asked to place the letter on the website, to direct residents to the maps that are available online.

8:52 *Ms. Jaques moved to adjourn; Mr. Sollosy seconded. Unanimously approved by roll call vote*

Meeting Materials:

Volunteer form
Morse Pier Plans
Facility Master Plan
Consent agenda items
FEMA Letter