



MANCHESTER-BY-THE-SEA

BOARD OF SELECTMEN • TOWN HALL
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MINUTES OF THE BOARD OF SELECTMEN

March 21, 2019

6:30 p.m.

Town Hall, Room 5

MEMBERS PRESENT: Chairperson, Ms. Beckmann, Mr. Boling, Ms. Driscoll and Mr. Steinert

MEMBERS ABSENT: Ms. Jaques

STAFF PRESENT: Town Administrator, Mr. Federspiel, BOS Clerk, Ms. Hunter, BOS/TA Executive Assistant, Ms. Nathan, Town Moderator, Mr. Wilson, Town Planner, Ms. Brown and Police Department Lieutenant Fitzgerald

GUESTS: Mr. Wolf Landscape Designer, Superintendent Beaudoin, MERSD, Mr. Urbas, MERSD and Mr. Corbett, W T Rich Construction

PRESS: Mr. Cronin, *Gloucester Times*, Ms. Brown, *Cricket*

At 6:30 p.m. Ms. Beckmann called the BOS Business Meeting to order noting the meeting was being video/audio-taped by a volunteer from Cape Ann TV (1623 Studios) and audio-taped by Ms. Hunter and asked if anyone in the audience was taping the meeting, to please inform the Board of Selectmen. Additionally, Ms. Beckmann asked those present to please turn off or silence their cell phones.

Ms. Beckmann asked those present to observe a moment of silence in the memory of Carol Mastendino who lost her battle with cancer on Monday, March 18, 2019.

Ms. Beckmann asked if there were any comments or statements for the Board not on the agenda.

Robert Coyne, 115 Beach Street – Mr. Coyne was present to state his opposition to widening the side walk from Masconomo Park to Singing Beach. He stated the side walk had been widened several years ago. He understands the need for curbing and the issue of over-hanging bushes which will be taken care of. He does not believe the path requires additional paving. He read about the project in the *Cricket* and stated abutters need to be informed and more involved in these types of projects. He thanked the Board for hearing him. Ms. Beckmann stated there was a meeting scheduled for Tuesday, March 26, 2019 at 6:00 p.m. to further discuss proposed projects.

1. Manchester Bath & Tennis Club – Seasonal Liquor License Renewal

Mr. Federspiel stated paper work is in order for the seasonal liquor license renewal. Ms. Hollandra Berube was present to answer any questions from the Board.

Ms. Driscoll asked what the hours were the Club was open? Ms. Berube stated the Club is open from 8:00 a.m. to midnight. Ms. Driscoll asked what time was last call? Last call is 11:00 p.m. Ms. Driscoll noted in the past there had been complaints from the neighbors and noise complaints are a concern. Ms. Beckmann asked Ms. Berube to adhere to the last call protocol in consideration of the neighbors.

Ms. Driscoll moved to approve the Seasonal Liquor License Renewal for the Manchester Bath and Tennis Club; Mr. Boling seconded the motion. The motion passed unanimously.

2. Town Common Design Update –

Mr. Wolf, Landscape Architect presented a preliminary design for the Town Common. Included in the design:

- Minimization of pavement
- Enhancement of green space
- Additional Plantings
- Removal of unhealthy trees
- Correction to grades for paths and ramps – which are too steep and not ADA compliant
- Construction of a new path like ramp or a more traditional handicap ramp – both options were presented
- Addition of 2 handicap parking spaces
- Uniting the front of the building to allow for handicap access to Town Hall and the Police Department
- Veteran’s Honor Roll although separate from the Town project needs to be incorporated in the full design

Mr. Steinert requested elevation drawings with existing trees and the proposed Veterans Honor Roll. He would like to understand which parts of the space were currently working for the community and thought it was important to engage the businesses facing the Town Common.

Ms. Beckmann requested a Public Forum engaging as many stakeholders as possible and asked for confirmation of the Project timeline.

Mr. Halgren, HDC Committee stated the Committee would need to review all design recommendations and any changes that have been made to the Veteran’s Honor Roll.

3. Police Department – Appoint Interim Chief

Mr. Federspiel stated as a result of Chief Conley’s move to Gloucester the position of Police Chief is open. Mr. Federspiel is recommending that Lieutenant Fitzgerald be appointed as Interim Police Chief. Mr. Federspiel further stated Lieutenant Fitzgerald has served the Department with distinction for the past 27 years and has held the position of Interim Police Chief in the past.

Lieutenant Fitzgerald stated he wanted to thank Chief Conley for the 2 ½ years he served as Police Chief. During that time, he was a mentor and role model. Lieutenant

Fitzgerald further stated he appreciated the opportunity and looked forward to working with Mr. Federspiel and the Board.

Ms. Driscoll moved to ratify Mr. Federspiel's appointment of Lieutenant Fitzgerald as Interim Police Chief; Mr. Boling seconded the motion. The motion passed unanimously.

4. Elementary School Construction Update –

Superintendent Beaudoin introduced Mr. Corbett from W T Rich Company who would be coordinating with the District and Town on the Memorial School Building Project.

Superintendent Beaudoin and W T Rich are requesting a waiver from the Town for Public Construction Work Hours: Monday – Friday 6:30 a.m. to 3:30 p.m., with work to begin at 7:00 a.m., some work to extend until 5:00 p.m. (10-hour days) and double shifts may be used for quiet inside work.

Mr. Boling stated the request sounded reasonable but cautioned that the time needs to remain within the defined lines citing construction of the High School prior to the Town's construction by-law implementation when the lines were often blurred. Mr. Boling stated the workers arrive at 6:30 a.m. but do not start work until 7:00 a.m. and stated positioning of equipment starts at 7:00 a.m.

The District is also requesting a waiver for Saturday and Holiday work with notice and pre-approval from the Town Administrator. It was pointed out Holiday work hours allowed for tasks best done when students were not around. Mr. Corbett stated the company rarely worked on Sunday unless there was a problem and work would not begin until 9:00 or 10:00 a.m. Ms. Beckmann requested a MOU memorializing this and other aspects of the District's needs for the construction.

The District is also requesting use of Sweeney Park and Coach Field for worker parking during school hours from 6:30 a.m. to 3:30 p.m. Parking after 3:30 p.m. and on weekends will be in school parking lots. Superintendent Beaudoin also stated the District was going to ask Sacred Heart if it would be possible to use their parking lot.

The District is seeking assistance with fee reductions. Mr. Federspiel indicated the Selectmen approved a reduced building permit fee for the High School and the current request applies only to the building permit fees. The application fees for the various reviews that the Conservation Commission, Planning Board and ZBA need to conduct should be collected as these fees cover the Town's direct costs.

Ms. Beckmann stated the request was reasonable and Mr. Federspiel will work to negotiate the final fees to be paid.

Superintendent Beaudoin provided a Communication Update: An abutters community meeting is scheduled for March 27, 2019, direct mail communications has been forwarded to all abutters, dedicated email address and point person for incoming inquiries is established and updates to abutters alerting them of on-site work will be provided. Additionally, there will be general community updates and meetings.

Ms. Beckmann encouraged the need for communication and updates asking Superintendent Beaudoin if there was a web site with a communication calendar and hot line number for residents? Ms. Weld answered that the School Building Committee was working on all of the lines of communication mentioned. Additionally, a School Building Committee member and resident of the Town will be available to answer questions and respond to residents and abutters.

Mr. Steinert requested the District and School Building Committee keep the Board of Selectmen in the loop and appraised if there is an escalation in complaints from the community.

Ms. Foley, 1 Pulaski Drive – asked if kids would be able to use Coach Field in the summer? Mr. Corbett indicated workers would be parking in the school lots in the summer and the Field would be open. Superintendent Beaudoin understands that in the winter when the blue light is on and school is in session there may be a conflict with parking, but those times will be addressed as they arise.

Superintendent Beaudoin is working closely with Ms. Marshall the Director of Parks and Recreation to address any conflicts with scheduling during the construction process.

Mr. Turner, 89 School Street – stated he had questions: construction work hours for the other sabbath, concerned about the noise trucks make coming down School Street, and please define abutter? Mr. Urbas assured Mr. Turner construction would not take place every Saturday, but construction on demolition was planned to move quickly during the summer in order to complete that work prior to the start of school. Mr. Corbett stated 48-hour to 72-hour notice will be provided for Saturday work. Abutter was not defined.

There are 2 primary construction routes proposed to assure the safety of the children after school. Coming into work construction workers and vehicles will come down School Street to Lincoln Street to Norwood and enter through the Coach Field parking lot -- the north route. Leaving work, workers and vehicles departing at 3:30 p.m. will go out Brook or Allen to Summer to Pine Street and out to Route 128 the south route.

Heavy construction delivery vehicles will need to come down Pine Street and move through Town going up the one-way section of Union Street to access the construction site. Construction is proposed to take place over 3 phases. Mr. Corbett stated the heaviest trucks will likely come into Town with no more than 5 deliveries per day for a few days per phase. When this happens police details will be utilized.

Ms. Cooley, 38 Forest Street – expressed concern for the Central Street culvert and the culvert's ability to bear the weight of heavy deliveries. Mr. Federspiel indicated that was a good question and he will confirm with engineers.

Superintendent Beaudoin thanked the Board, Mr. Federspiel, Ms. Marshall, Ms. Brown for being great partners through the beginning of the process.

5. Sustainability Committee Interviews: Melissa Flinn & Allison Ste. Marie

Dr. Ste. Marie, 12 Walker Road – Has lived in the Town for 4 years, has 3 children at Memorial School and is a pediatrician at Beverly Hospital. She is interested in

becoming active at the Town level, saw the ad in the *Cricket* for positions on the Sustainability Committee, and thought that would be a good match with her interests.

Ms. Beckmann thanked Dr. Ste. Marie for stepping up and expressing interest.

Ms. Flinn, 82 Bridge Street – has lived in Manchester for 1 ½ years and is becoming active in the community. She has volunteered with boating and volunteered at the last recycling event held by the Committee. She served as the Chairperson of the Littleton, MA Recycling Committee at the beginning of that community’s recycling efforts and even did some hands-on sorting.

Ms. Flinn works from home thus her hours are flexible and she believes she will easily be able to commit to the meeting schedule.

Ms. Beckmann thanked Ms. Finn and will be following up.

6. Council on Aging Interview: Jane Metrano –

Ms. Metrano has recently retired as a nurse and is interested in geriatrics and the needs of seniors. She is aware the Town has a growing senior population and would welcome the opportunity to put her skills and experience to use.

Ms. Driscoll congratulated Ms. Metrano on her retirement and is aware she has helped hundreds of families in the community. Ms. Beckmann stated the Board was happy to have her join the Council on Aging.

Ms. Driscoll moved to appoint Ms. Metrano to the Council on Aging; Mr. Boling seconded the motion. The motion passed unanimously.

7. ADA Committee Interview: Joan Snow

Ms. Snow stated she has lived in the community for 60 years and raised her 5 children here. Ms. Driscoll stated she thought Ms. Snow was well suited for a position on the ADA Committee and she knows she will serve with distinction. Ms. Beckmann agreed.

Ms. Beckmann moved to appoint Ms. Snow to the ADA Committee, Mr. Boling seconded the motion. The motion passed unanimously.

8. Annual Town Meeting – Review

Article 1 – Ms. Driscoll will move the Article and Mr. Boling will second the motion.

Article 2 – Ms. Beckmann will move the Article and Mr. Creighton will second the motion.

Article 3 – Ms. Jaques will move the Article and Ms. Driscoll will second the motion

Article 4 – Ms. Beckmann will move the Article and Mr. Creighton will second the motion.

Article 5 – Ms. Beckmann will move the Article and Mr. Creighton will second the motion.

Article 6 – Mr. Boling will move the Article and Ms. Jaques will second the motion.

Article 7 – Ms. Driscoll will move the Article and Ms. Jaques will second the motion. Mr. Federspiel will speak to the Article.

Article 8 – MERSD Budget, School Committee Chairperson, Ms. Erdmann

Article 9 – Mr. Burke will move the Article and Ms. Thorne will second the motion.

Article 10 – Ms. Driscoll will move the Article and Mr. Boling will second the motion.

Article 11 – Ms. Beckmann will move the Article and Mr. Boling will second the motion,

Article 12 – Ms. Jaques will move the Article and Mr. Boling will second the motion.

Article 13 – Ms. Beckmann will move the Article and Mr. Boling will second the motion. Either Mr. Wilson or Ms. St. Pierre will speak to the Article.

Article 14 – Ms. Driscoll will move the Article and Ms. Jaques will second the motion. Ms. St. Pierre will speak to the Article.

Article 15 – Mr. Boling will move the Article and Ms. Jaques will second the motion. Ms. St. Pierre will speak to the Article.

Article 16 – Ms. Jaques will move the Article and Mr. Boling will second the motion. Conservation Commissioner will speak to the Article.

Article 17 – Mr. Gilbert will present the Petition and speak to the Article. The Board will move to approve at Pre-Town Meeting.

Article 18 – Ms. McGovern will present the Petition and speak to the Article. Mr. Boling will speak to the Article and the Board of Health will also speak to the Article.

Article 19 – TBD at pre-Town Meeting

Article 20 – If necessary.

9. **Grant Application Updates –**

Mr. Federspiel stated there are currently 3 grant applications in the pipeline:

- o **Parking Study:** The Town has applied for technical assistance from MAPC to conduct a comprehensive study of parking capacity, needs and options for the core village area. Conducting such a study is one of the recommendations of the Master Plan.

- **Limited Commercial District Analysis:** An additional Master Plan recommendation, the Town is requesting support from the State to complete an in-depth analysis of the development potential for lands within the LCD and the capacity of the Town to accommodate proposed development (water, sewer, public safety needs and more.)
- **School Street Culvert Preliminary Design:** As the next culvert upstream along Sawmill Brook, the Town is requesting funds to initiate a preliminary design of a larger culvert to prevent flooding upstream of the culvert. This has been identified in the approved Hazard Mitigation Plan as a priority next step.
- **Central Pond:** Request for preliminary engineering work and revegetation for the area.
- **Elm Street:** Stone wall reconstruction funding request for State funding for full completion of the Central Street project.

Ms. Beckmann requested a spreadsheet for Grant Projects listing essential data, updated monthly status and incorporating links to the Master Plan.

In response to Mr. Steinert Mr. Federspiel stated the ideal time to engage in the parking study is in the summer. Mr. Steinert thought that parking was a highly important and politically charged study given the low and underserved needs of the commercial population. Additional parking will add to a healthier economic state for the Town according to Mr. Steinert.

10. Short Term Paying Guest Application – 26 School Street

Mr. Moruzzi has submitted his application for Short Term Paying Guests. He has had the apartment inspected by the Fire Department and they have recommended a modification to the 2nd egress and upgrades to hard wired smoke detectors. Mr. Moruzzi stated the property has 4 off street parking spaces and noise levels will be monitored closely.

Mr. Boling asked about insurance policies, Mr. Moruzzi stated Air B&B requires \$1M for host. Mr. Steinert asked Mr. Moruzzi to notify the neighbors of his intent.

Mr. Boling moved to approve the Short Term Pay Guest Application for 26 School Street with provision of proof of insurance and final inspection by the Fire Department; Ms. Driscoll seconded the motion. The motion passed unanimously.

11. Consent Agenda

- BOS Minutes – February 26, 2019
- Special Event Permit Applications: Easter Egg Hunt, Hit the Street for Little Feet 5K/1M Run/Walk, 2019 Festival-by-the-Sea

Ms. Driscoll moved to approve the Minutes of February 26, 2019; Mr. Boling seconded the motion. The motion passed with one abstention.

Ms. Driscoll moved to approve Easter Egg Hunt, Hit the Street and Festival-by-the-Sea with two contingencies for Hit the Street (police detail of 3 officers and parking for 4 hours); Mr. Steinert seconded the motion. The motion passed unanimously.

12. Correspondence

- Letter from Resident Robert T. Coyne Re: Complete Streets
- Letter from Stanley Corcoran, EVP, MIAA Re: Additional Participation Credit
- Letter from Gov. Baker Re: Chapter 90 Local Transportation Aid Funding
- Letter from Arbor Day Foundation Re: Tie for Tree Initiative
- Letter from Senior Care Re: Invitation to Age & Dementia Friendly Cape Ann Community Summit
- Letter from Xfinity Re: Comcast's Annual Notice

There was no additional comment of correspondence this evening

13. Town Administrator's Report –

- 1) Complete Streets Workshop is scheduled for March 26, 2019 at 6:00 p.m. in Room 5. The focus of the meeting will be to review the 3 intersections under consideration. As mentioned in Mr. Coyne's letter it is hoped the Town will be able to work with the abutters on the shared path to Singing Beach.
- 2) Construction Update: Valve replacement work on Central Street will resume April 15, 2019, school vacation week. Morse Pier work will be completed in the next few weeks and the work on the expanded dock at Reed Park will commence in April.
- 3) Senior Center: Mr. Byrne is working on a proposal for the Town to consider this is still and option. The Hooper Building has also come available under a lease agreement. The owners are willing to renovate to create the spaces needed. The Cricket Building remains a first choice.
- 4) Cape Ann Chamber Legislative Caucus is schedule for March 29, 2019 at the Maritime Gloucester starting at 7:30 a.m. The focus of the caucus is affordable housing with each of the four towns providing an update on efforts underway.

14. Other matters, as may not have been reasonably anticipated by the Chair (discussion only.)

15. Adjourn

Ms. Driscoll moved to adjourn the Board of Selectmen meeting; Mr. Steinert seconded the motion. The motion passed unanimously.

Meeting Documents:

- Minutes, February 26, 2019
- Town Warrant Articles
- Manchester Bath and Tennis Club, Inc. Club License Request and Supporting Materials

- Town Administrator's Briefing Memo
- Applications for: 2019 Festival-by-the-Sea, Easter Egg Hunt and Hit the Streets
- Letter from Resident Robert T. Coyne Re: Complete Streets
- Letter from Stanley Corcoran, EVP, MIAA Re: Additional Participation Credit
- Letter from Gov. Baker Re: Chapter 90 Local Transportation Aid Funding
- Letter from Arbor Day Foundation Re: Tie for Tree Initiative
- Letter from Senior Care Re: Invitation to Age & Dementia Friendly Cape Ann Community Summit
- Letter from Xfinity Re: Comcast's Annual Notice
- MERSD Hand Out Re; Memorial School Building Project
- Applicants information Re: Appointment to Sustainability Committee, Council on Aging and ADA Committee
- Application for Short Term Paying Guest Accommodations at 26 School St.
- Budget Update Sheets

Upcoming BOS Meeting:

Saturday, March 30, 2019, 8:30 a.m.

Monday, April 1, 2019, at 6:00 p.m. Faculty Lounge Memorial School

Tuesday, April 16, 2019

Monday, May 6, 2019

Monday May 20, 2019