



# MANCHESTER-BY-THE-SEA

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

## MINUTES OF THE BOARD OF SELECTMEN

April 16, 2019

6:30 p.m.

Town Hall, Room 5

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

**MEMBERS ABSENT:**

**STAFF PRESENT:** Town Administrator, Mr. Federspiel, BOS Clerk, Ms. Hunter, BOS/TA Executive Assistant, Ms. Nathan, Town Clerk, Ms. St. Pierre and DPW Director, Mr. Dam

**GUESTS:**

**PRESS:**

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 if there were any comments or statements for the Board not on the agenda. There were none.

### 1. Town Election Warrant & Poll Workers –

*Ms. Jaques moved to approve the Town Election Warrant and the Poll Workers; Ms. Driscoll seconded the motion. The motion passed unanimously.*

### 2. Antique Table – Reconsideration of Liquor License

The State rejected the original liquor license request for Antique Table Manchester, The issues were resolved, and Antique Table is requesting the Town approve their current license. Ms. Jaques stated the application indicates the building has 2 floors, in fact there are 3 floors. She would like the information corrected. Mr. Boling, asked on behalf of an HDC member if signage for Antique Table had been approved. Mr. Gateman stated signage had been approved. Mr. Boling requested confirmation.

*Ms. Jaques moved to approve the Liquor License for Antique Table with resolution of the number of floors in the application and HDC approval of signage; Ms. Driscoll seconded the motion. The motion passed unanimously.*

### **3. Public Hearing – Conduit Construction Cobb & Masconomo – National Grid**

*Ms. Driscoll moved to open the Public Hearing for National Grid Conduit Construction at Cobb and Masconomo Streets; Ms. Jaques seconded the motion. The motion passed unanimously.*

Ms. Sheehy introduced National Grid's request to install 4-3" PVC conduits in the public way in the vicinity of 36 Masconomo Street.

Mr. Dam requested National Grid repair the manhole covers in the area of the conduit replacement on Masconomo, Ms. Sheehy stated she would add the manhole cover repair to the work order.

Ms. Beckmann asked when the work would take place and confirmed the area would be returned to the same if not better condition than prior to the work. Ms. Sheehy stated with the Board's approval the work would be scheduled as soon as possible and the area will be returned to the same if not better condition prior to the work.

*Ms. Driscoll moved to close the Public Hearing for National Grid Conduit Construction at Cobb and Masconomo Streets; Ms. Jaques seconded the motion. The motion passed unanimously*

*Ms. Jaques moved to approve Conduit Construction at Cobb & Masconomo; Ms. Driscoll seconded the motion. The motion passed unanimously.*

### **4. Sustainability Committee Interviews: Dana Spang and Carley Cook**

Ms. Spang has a master's in landscape architecture and has experience working in municipal planning departments in Somerville, Salem and Ipswich as well as with landscape architecture firms. She moved to Manchester in 2011 and has spent the last few years at home with her children. She is interested in becoming more involved in preserving and enhancing the community. She is available for evening meetings.

Ms. Cook is the mother of 3 children and is concerned about the environment. She has completed her course work at Boston Architectural College for a sustainable design certificate and will be pursuing a master in sustainability. She is currently a member of the Downtown Improvement Committee. Mr. Boling asked if she was familiar with the charge of the Sustainability Committee? Ms. Cook replied she was familiar and understands the need to work with recycling and the "use less" concept along with composting to reduce waste.

Student Representative to the Sustainability Committee, MERHS Junior Kyle Khani will be appointed as a non-voting member to the Committee.

*Ms. Jaques moved to appoint Ms. Spang Menon, Ms. Cook, Ms. Finn and Dr. St. Marie to the Sustainability Committee and to appoint Mr. Khani as a non-voting Student Representative to the Committee; Mr. Boling seconded the motion. The motion passed unanimously.*

## 5. Complete Streets Intersection Layout Options Update

Ms. Beckmann opened the Complete Streets review by stating the Board of Selectmen had received a petition with 215 signatures and a number of letters regarding the Complete Street Project prior to this evening's meeting. The recently provided materials will be reviewed and taken into consideration in the decision-making process.

The Board is not deciding this evening on the final design and Complete Street projects to be completed that decision will be made on May 20, 2019. Complete Streets has been a multi-year project beginning with comprehensive work completed by the Bike and Pedestrian Committee and the Downtown Improvement Committee. The Board is waiting for the final bid estimates and is grateful to see the many residents engaged in the process.

Mr. Federspiel thanked the stake holders for their input and indicated the new plans resulted in no loss of parking spaces.

Central/School/Union Streets Intersection:

- Church Street will become one way in the opposite direction simplifying traffic flowing into the intersection.
- Additional parking spaces will be in front of the Library and 2 new handicap spaces in front of Town Hall for a net gain of 1 additional space.
- Crosswalks will be reduced from 3 to 2.
- The sidewalk in front of School Street will be widened to direct traffic around the sidewalk and up School Street.

Union/Beach Streets Intersections:

- Eliminate the crosswalk at the western end
- Crosswalk on Beach Street will not be at an uphill climb
- At the end of School Street, the sidewalk will be extended to move cars into one lane
- Parking will be on the opposite side of the street and an additional parking space will be gained as a result.
- Street Scape and Planters will be added to widened sidewalks.

Ms. Champagne, 5 Jeffrey Court – Expressed concern for the retail community who relies on on-street parking for customers. She believes the changes to the Downtown will make it more difficult for clients to get to businesses and will increase congestion. She concluded it is not going to be easier.

Remko Breuker, 87 Summer Street – Stated he was concerned that the narrowing of streets would result in major congestion in the summer. He asked if the Civil Engineers had observed traffic patterns in the summer with the increase of landscaping and delivery trucks.

Linda Crosby, owner of the house at the end of Summer Street and Union Street is concerned about large trucks turning up Summer Street and not making the turn she would like to see Pine Street the truck route in and out of Town. She expressed concern for the elimination of one of the crosswalks at the intersection and making the road narrower.

Mr. Federspiel stated the roads would not be narrower when the sidewalks were widened. Previously there were cars parked where the sidewalk will be widened.

Remko Breuker, 87 Summer Street – stated vehicles would swing wider and the proposal provided no relief for traffic. He believes bump outs are a liability and pedestrians will walk through intersections at an angle.

Speros Brown, 7 Woodcrest Rd. – stated bump outs are a liability and 18 Wheelers have always sped down Beach Street. The proposed changes are a detriment to traffic in Town. He also mentioned the rotary test at the end of Pine Street as an example of what does not work in Town.

Parker Harrison, 16 School Street and member of the Pike and Pedestrian Committee pointed out the purpose of the changes is to make the streets safer for pedestrians and cyclists. The idea for Downtown is to first get traffic to slow down and to make the streets more comfortable for walkers. The proposed changes provide cars a better line of sight. When people become accustomed to the change cars will drive slower and when complete residents will feel safer walking and cycling.

Laruen Bunker, 26 Pine Street – stated she is a shop owner and agrees with the need to slow down truck traffic and believes the Police Department needs to increase enforcement. She does not believe the changes will help her business; she believes people come in because there is an open spot in front of her shop.

Jim Brown, 11 Beach Street – agrees with the need to slow down traffic. He does not believe narrowing intersections is going to change much and thinks speed bumps and more aggressive patrolling of downtown will help.

Garlan Morse, Jr. 33 Union Street – has read several highway design and safety articles and the speed of cars is the most significant consideration in accidents. He is not in favor of proposed changes because Manchester is a unique Town not a one solution town.

David Crehan, 11 Crooked Lane – asked if the Town’s public safety official had weighed in on the recommended changes? He also thought when considering traffic flow “forcing” cars was not the objective. He is not in favor of adding planters to widened sidewalks, he believes that will result in additional unnecessary costs and maintenance. He concluded by stating he does not believe the proposed changes are a good thing for the Town.

Chris Shea, 50 Bridge Street – previous owner of 7 Central stated the intersection has always been problematic and some of the recommendations are for the better. Although he does not support bump outs.

Ms. Spang Menon, 4 Hickory Hill Road – stated she thought the alignment across Central Street’s crosswalk would encourage J-Walking and believes lowering speed limits is the best option for improving safety. Speed bumps are not a good option because drivers are looking at the speed bump not looking out for pedestrians.

Dean Brown, 1 Washington Street – stated as short as he is, he has never had a problem being seen in a crosswalk.

Katrina Gates, 2 Desmond Ave. – supports a truck route for Pine Street.

Jim Brown, 11 Beach Street – asked for an explanation of where the Board is in the decision-making process.

Ms. Beckmann indicated the Board was waiting for final bids for the 2 intersections under consideration and plans to decide at the May 20, 2019 meeting. The decision will be made considering community input, contractor and civil engineers' recommendations and final costs.

Ms. Jaques asked Mr. Federspiel if the police had reviewed the proposed changes to the intersections. Mr. Federspiel replied Interim Police Chief Fitzgerald had reviewed the changes and was most concerned about the intersection of Beach and Union Streets because of previous pedestrian and car accidents at that intersection resulting in injuries.

George Smith, 8 Masconomo Street – was interested in discussion the proposed sidewalk to Singing Beach. He was concerned the Town was considering taking property by eminent domain. Mr. Federspiel assured Mr. Smith the Town had no plans to take property by eminent domain. Mr. Smith indicated he had several sets of plans going back to 1920 he would be willing to share with the Town. Mr. Federspiel indicated he would appreciate receiving the information.

## **6. MERHS Selectmen's Citizenship Award – Updated Language**

Ms. Beckmann stated the Board of Selectmen announced at the April 1, 2019 Annual Town Meeting that the Board's Annual Citizenship Award presented to a graduating senior from MERHS would be renamed the Adele Quincy Ervin Citizenship Award. The copy below defines the award in Adele's name and outlines her commitment to the Town.

*As citizens, we are vested with rights, privileges, and duties in being part of our community. With the right to express ourselves, we have the responsibility to keep informed and participate. With the right to vote, we have the responsibility to respect the democratic process as well as others' rights, beliefs, and opinions. Finally, with the right to disagree, we have the responsibility to do it respectfully.*

Adele Ervin, a long-time resident of Manchester by the Sea was a passionate volunteer on numerous boards and committees for over fifty years. In her later years she was a continuous participant in the Board of Selectman's biweekly meetings often providing her thoughts and concerns on issues. Adele was a true believer in democracy and could be found the first Monday of every April sitting at the Annual Town Meeting waiting her turn to speak on an issue or to move a question to a vote.

If anyone ever exemplified the spirit, grace, and contribution of true citizenship, it was Adel. Her dedication and perseverance to be informed, ask the hard questions, and hold us all accountable for a better Manchester will not be forgotten.

Adele is the perfect model of good citizenship and her passing at the age of 94 in June 2018 has left a legacy of good will and kindness. This award will serve as reminder of Adel but also a look forward to young people who exemplify their dedication to the community and good citizenship.

## **7. Review of Budget Process & Annual Town Meeting**

The Board's consensus was the Annual Town Meeting went well, residents had few questions and felt comfortable approving the FY 21 Budget.

Ms. Beckmann stated it is important in the upcoming Budget Process that the Board and Committees take into consideration recommendations in the Master Plan. As projects develop and move forward, they will resonate within the community.

Ms. Beckmann also believes it is important to review grants and how they impact the community early in the process. Mr. Steinert recommended all grants come before the Board for review and approval. Mr. Boling pointed out that grants do come before the Board and specifically mentioned that the Complete Streets projects has come before the Board multiple times.

Ms. Driscoll indicated the issue was getting people to come into the process at the beginning. Ms. Beckmann stated it is important to get people involved early and often.

Mr. Federspiel will develop the Annual Calendar and identify priorities for the upcoming year and FY 21 budget process.

## **8. Consent Agenda**

- BOS Minutes – March 4, 2019, March 21, 2019 and April 1, 2019
- Dave Jermain – Fish Trap Authorization Permit Renewal
- Manchester Essex Little League – Request to place Sponsor Banners at Sweeney Park
- Arbor Day Proclamation

*Ms. Driscoll moved to accept the Consent Agenda as presented with one edit to Minutes; Ms. Jaques seconded the motion. The motion passed unanimously.*

## **9. Correspondence –**

- Letter from John Round, Chair HDC Re: Central St. Bridge Replacement Project
- Letter from Michael Sacco, P.C., Re: Essex Regional Retirement Board
- Letter From Douglas Hotchkiss Re: Adele Ervin Longevity Bench
- Letter from Ryan Swanzy Re: Louis Agassiz
- Letter from Salem Police Chief Re: Appreciation for Assistance with Accreditation
- Letter from DEP Commissioner Suuberg Re: Recycling Grants
- Letter from Xfinity Re: Change in cost of Acorn TV
- Letter from Robert T. Coyne Re: Masconomo to Beach Street Sidewalk Project

Ms. Beckmann requested the Town Administrator's office respond to questions in correspondence when appropriate. There were no additional comments on correspondence this evening.

#### **10. Town Administrator's Report**

- Request for a reserve fund transfer for \$20K to allow for the purchase of a new patrol boat. A Coast Guard surplus boat is available. The boat is well suited for the Town's needs and including outfitting with new electronics will cost about \$45K. \$25K is in the new capital budget.

*Ms. Driscoll moved to approve the reserve fund transfer in the amount of \$20K for the purchase of a surplus Coast Guard; Mr. Boling seconded the motion. The motion passed unanimously.*

- Essex Shared Services Study: The Board has a list of "early action" items and a joint working session with Essex will be scheduled to review.
- Manchester Sailing Association meets the definition of a camp and needs to be licensed to operate as a camp.
- Construction Update: Central and School Streets will be dug up as valve replacement work continues. Morse Pier work will be completed in a week or so. New float installation at Reed Park is underway. With confirmation of FEMA funds repairs to the revetment at Singing Beach will get underway.
- HR work including a revised personnel handbook will be available for your approval. This summer there will be a series of trainings for staff regarding HR procedures including performance reviews.
- Staff Lunch is scheduled for May 2, 2019 smart utilization of the health insurance plan will be discussed.
- Town Administrator's Contract is up for review.

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

#### **12. Adjourn**

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

#### **Meeting Documents:**

- BOS Minutes – March 4, 2019, March 21, 2019 and April 1, 2019
- Sustainability Committee Applications for Dana Spang and Carley Cook
- Town Administrator's Report
- Correspondence as Listed
- Consent Agenda as Listed
- National Grid Formal Request for Conduit At Cobb and Masconomo
- Reserve Fund Transfer Forms
- MERHS Selectmen's Citizenship Award – Updated Language
- Antique Table Liquor License Materials

**Upcoming BOS Meeting:**

- May 1, 2019 Business Meeting at 6:30 – Executive Sessions at 7:30
- May 20, 2019 Executive Session at 6:00 p.m. – Open Meeting at 6:30 p.m.
- June 10, 2019 – Open Meeting
- June 24, 2019 – Open Meeting