



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

May 3, 2021 6:30p.m. Virtual Meeting

Join Zoom Meeting, Meeting: ID 958 4221 5811, Passcode: 865158 One tap mobile: 1.646.558.8656

MEMBERS PRESENT: Mr. Boling, Mr. Bodmer-Turner, Ms. Jaques, Ms. Harrison and Mr. Round

MEMBERS ABSENT:

STAFF PRESENT: Town Administrator, Mr. Federspiel, BOS Clerk, Ms. Hunter, Fire Department, Chief Cleary, Police Department, Chief Fitzgerald

GUESTS: Town Moderator, Mr. Wilson

PRESS:

Mr. Boling called the BOS meeting to order at 6:32 p.m.

Mr. Boling welcomed participants to the virtual meeting indicating the meeting was being recorded and minutes were being taken by Ms. Hunter.

- **Public Comment** – There was no public comment this evening.
- **Public Hearing – Entertainment License – Manchester Bath & Tennis Club Continuance**

Mr. Boling stated the hearing for an Entertainment License was not formally a public hearing and asked Board members if they had any additional questions given the updated application outlines serving alcohol is in line with the normal seasonal activity of serving alcohol on the upper deck of the club with no alcohol being served on the beach.

Ms. Jaques stated she had no comment the application was straight forward. Mr. Round indicated the updated application worked in the club's favor and Ms. Harrison believes the application looks fine.

Mr. Bodmer-Turner moved to approve the Entertainment License of the Manchester Bath and Tennis Club, Ms. Harrison seconded the motion. The motion passed unanimously.

- **Short Term Paying Guest Application – 64 Norwood Ave.**

Ms. Metrano, owner of 64 Norwood Ave., has applied for a Short Term Paying Guest permit for the lower apartment in her house. The apartment has usually been rented month-to-month and she would like to rent through Air B&B for shorter periods.

Ms. Jaques indicated she had two questions one around parking and was there an area for guest parking to turn around. Ms. Metrano indicated there was parking on the left side of the house for tenants and there was no space for turning around guest would need to either back in or back out. Ms. Jaques suggested guest back in to avoid accidents when backing out. Ms. Metrano will make that part of the agreement to rent the space.

Mr. Round asked Mr. Federspiel how many Air B&B applications the Town received. Mr. Federspiel replied a handful but there are more properties listed on the Air B&B site. Most require 6 days as a minimum and thus avoid the need for a local permit. Ms. Jaques thanked Ms. Metrano for applying. There were no additional questions

Ms. Jaques moved to approve the Short Term Paying Guest Application for 64 Norwood Ave., Mr. Round seconded the motion. The motion passed unanimously.

- **Covid Update/Beach Season**

Mr. Boling indicated as of last week the Governor had loosened restrictions, requiring masks outside only where social distancing was not possible and proposed the State could be fully open by August 1, 2021. In light of this and other changes the Board will discuss and make decisions on where we stand on policy and protocols around opening up Singing Beach for residents and visitors.

Ms. Jaques believes it would be nice to open the beach and generate more traffic in Town for local businesses. However, it will be important for the Town to track outbreaks. Ms. Harrison stated it makes sense as things change around Covid the Town changes. Mr. Round would like to see things return to normal operations and to get back to the way life was.

Mr. Bodmer-Turner would like the Board to define a new outbreak. He agrees the language sounds promising but he expressed concern around possible outbreaks related to beaches and how that would be measured. He asked, is an outbreak measured by the rolling average of cases in Town and what is the standard.

Mr. Boling stated it is difficult to define standards and mentioned if businesses closed due to Covid exposures and/or cases increased significantly the Board would make decisions based on what and where cases were presenting. Mr. Round agreed indicating it is hard to draw a *line in the sand* with not enough information. He added change and some level of uncertainty is part of life now.

Mr. Boling stated last year the Town was extremely conservative. Mr. Bodmer-Turner asked what other communities were doing wondering if Gloucester or Ipswich were restricting non-residents and would their restrictions result in a flood of visitors to Singing Beach. Mr. Federspiel stated Gloucester and Ipswich were planning to open to the general public. Ms. Jaques would like the Town to remain vigilant about what is happening statewide and believes the Governor's office will provide direction.

Public Comment

Sandy Rogers, 82 Old Essex Road – Ms. Rogers asked about beach stickers and non-residents at the beach on warm days between now and Memorial Day. She asked that a process be in place to assure the beach was open to residents only.

Ms. Harrison stated signs clearly state residents only and police can check on warm days. Chief Fitzgerald indicated there is a detail at the Singing Beach on warm days to monitor the Beach is open to residents only. Mr. Federspiel stated there is no staff at Singing Beach until Memorial Day. Ms. Harrison pointed out what the Town is enforcing is a staggered start. Chief Fitzgerald stated when there is a stretch of warm days his staff will enforce the resident only mandate.

Ms. Mellish, Chair of the Finance Committee, indicated from a financial perspective the Finance Committee would like to get back to 2019 beach revenues.

Mr. Boling concluded based on the traditional reopening Singing Beach will remain open for residents only until Memorial Day. Parks & Recreation will gear up for a normal summer with social distancing on the beach and limited numbers of people in the bath house.

Ms. Harrison moved for the standard reopening of Singing Beach on Memorial Day weekend and the beach parking lot will be open to residents only until Memorial Day weekend, Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.

- **Parking**

15 Minute Space at Beach & Summer Streets

As part of the temporary outdoor dining discussions, the question of eliminating the 15 minute restriction on the parking space at the corner of Beach and Summer, near Richdale's, was brought up. The Town has a few 15 minute spots. Two in front of the Post Office, one at the laundry and the one at Beach and Summer Streets. Removing the Beach and Summer Street space during outdoor dining makes sense.

The Board briefly discussed and agreed with Mr. Federspiel's recommendation.

Mr. Boling moved to convert the 15 minute space at Beach and Summer Street from a 15 minute parking space to a two hour parking space. Mr. Round seconded the motion the motion passed unanimously.

- **SLV 40B Update**

Mr. Federspiel stated the Board is aware that Mr. Engler has filed a conventional 40B project application with Mass Housing. The application materials are on the Town's website. The Town requested a 60 day extension to the deadline for filing comments about the site to Mass Housing. Mass Housing approved a 30 day extension to Thursday, June 24, 2021. Relevant Town Committees and Boards have been notified of the new application. The BOS will start collecting comments from Town Committees

and Boards and separately the Board of Selectmen needs develop your comments for submission to Mass Housing.

Additionally, the Board should plan on finalizing these comments at the Board's June 7, 2021 meeting or a special meeting closer to the deadline while taking into consideration ATM is Monday, June 21, 2021 with a rain date of Wednesday June 23, 2021.

Mr. Boling stated the Board will discuss their comments between now and June 24th deadline. He is uncomfortable with holding discussions too close to Town Meeting. Mr. Round indicated he thought it best to complete the Board's comments by June 10th, Ms. Jaques agreed. Ms. Harrison asked if it was permissible to pass draft comments outside of meetings, Mr. Boling stated 40 B comments will be added to agendas and reviewed during regular meetings.

- **Final Approval FY22 Budget and Warrant**

Mr. Federspiel recognized and thanked the Finance Committee for their work through the extended budget process. The Town is anticipating a 1.5% tax increase with expenses up 3.5%. Both CPC and Capital spending are back up to where the Town is comfortable. Expenses are being covered with less conservative estimates in local revenues, a decrease in debt service, and savings in Health Insurance. The apportionment for MERSD is 3.2% of the District's budget. The community of Essex and their school age population is growing faster than Manchester's. As a result their District apportionment is increasing 3.9%.

The Town has an increase in the DPW budget to cover water and sewer expenses during the transition period of overlapping employees due to retirements and the need for training period. There are staff changes in Town Hall but the rearrangements are cost neutral due. Mr. Federspiel recognized the work of Department Heads who provide services the residents want and expect at an exceptionally high level of service.

The Board moved to approve the Town Budget for FY22.

General Government, \$4,727,109 – *Ms. Jaques moved to approve the General Government budget in the amount of \$4,727,109, Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.*

Public Safety, \$3,629,507 – *Ms. Jaques moved to approve the Public Safety budget in the amount of \$3,629,507, Ms. Harrison seconded the motion. The motion passed unanimously.*

Public Works, \$2,189,914 – *Ms. Jaques moved to approve the Public Works budget in the amount of \$2,189,914, Mr. Round seconded the motion. The motion passed unanimously.*

Other Environment, \$666,155 – *Ms. Jaques moved to approve the Other Environment budget in the amount of \$666,155, Mr. Round seconded the motion. The motion passed unanimously.*

Human Services, \$358,757 – *Ms. Jaques moved to approve the Human Services budget in the amount of \$358,757, Ms. Harrison seconded the motion. The motion passed unanimously.*

Library, \$511,258 – *Ms. Jaques moved to approve the Library budget in the amount of \$511,258, Mr. Round seconded the motion, Mr. Boling recused himself. The motion passed with four members approving the budget and one recusal.*

Parks & Recreation, \$367,422 – *Mr. Bodmer-Turner moved to approve the Parks & Recreation budget in the amount of \$367,422, Ms. Harrison seconded the motion. The motion passed unanimously.*

Debt Services, \$1,119,928 – *Ms. Jaques moved to approve the Debt Services budget in the amount of \$1,119,928, Mr. Round seconded the motion. The motion passed unanimously.*

Enterprise Fund, \$1,714,045 – *Ms. Jaques moved to approve the Enterprise Fund budget in the amount of \$1,714,045, Mr. Round seconded the motion. The motion passed unanimously.*

Town Election Warrant

Ms. Jaques moved to approve that the Town Election Warrant contains the information required by Annual Town Election Law, Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.

Annual Town Meeting Warrant

Mr. Boling asked for comment around the request from Chief Cleary to adopt the State Law regarding sprinklers in multi-dwelling properties. Mr. Wilson, Town Moderator, believes the article would involve a significant amount of discussion and he would prefer to defer to the Fall Town Meeting.

All Board members agreed with Mr. Wilson. Ms. Mellish stated the proposal had not been presented to the Finance Committee and would like the opportunity for the Committee to review.

Mr. Wilson stated he planned to run the meeting the same as last year with Warrant Articles 1, 2, 6, 9, and 10 voted as a Consent Calendar in a single motion with no debate. Voters can request to pull out a particular article if debate is desired.

Mr. Wilson also plans to review and implement public health protocols, as was the standard last year.

Ms. Harrison moved to renumber Articles 16-11 and, with this renumbering, approve the warrant, Mr. Round seconded the motion. The motion passed unanimously.

The Board held a comprehensive discussion on the Warrant Articles. The full discussion is recorded and available on the Town website. The Board voted

unanimously to approve their recommendations as noted for each article. Below are the decisions and recommendations of the Board.

ARTICLE 1. To see if the Town will vote to receive and place on file the reports of the Town boards and committees appearing in the Annual Report or take any other action relative thereto.

Per petition of the Board of Selectmen

The Board of Selectmen recommend approval

ARTICLE 2. To see if the Town will vote to fix the 12-month fiscal year salary and compensation of all elective officers of the Town as provided in Section 108 of Chapter 41, as amended, as follows; or take any other action relative thereto.

Moderator	\$0.00
Chairman, Selectmen	\$0.00
Other four Selectmen	\$0.00

Per petition of the Board of Selectmen

The Board of Selectmen recommend approval

ARTICLE 3. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money as the Town's share of the Essex North Shore Agricultural and Technical School District or take any other action relative thereto.

Per petition of the Board of Selectmen

The Board of Selectmen recommend approval

ARTICLE 4. To see what sums of money the Town will raise by taxation or otherwise to pay Town debts and charges for the ensuing 12 months, effective July 1, 2021, and appropriate the same.

Per petition of the Board of Selectmen

The Board of Selectmen recommend approval

ARTICLE 5. To see if the Town will vote to raise and appropriate the sums of money called for under the following items, or any other sums, for the purposes indicated, and to determine whether the money shall be provided by taxation, by appropriation from available funds in the Treasury, or by borrowing; or take any other action relative thereto:

Dept.	Item	Funding Source	Requested	Recommended	
1. DPW	Road resurfacing		\$350,000	\$209,000	Fund Balance
2. DPW	Vehicle Replacements (3)		\$180,000	\$180,000	Taxation
3. DPW	Compost Facility Engineering		\$ 30,000	\$ 30,000	Taxation
4. DPW	Shop Equipment		\$ 10,000	\$ 10,000	Taxation
5. DPW	Drainage/Sidewalk Improvements		\$300,000	\$300,000	Fund Balance
6. DPW	DPW Garage Assessment		\$ 50,000	\$ 50,000	Taxation
7. DPW	Central Street Culvert		\$300,000	\$150,000	Fund Balance
8. DPW	Storm Damage Repair		\$ 50,000	\$ 50,000	Taxation
9. Town Hall	Renovations/Upgrades incl. elevator		\$200,000	\$200,000	Taxation

10.	Town Hall	Room 5 AV equipment	\$ 52,000	\$ 52,000	PEG Access Funds
11.	Land Mgmt	Planning Board Studies/Rezoning	\$ 38,000	\$ 0	NA
12.	Library	Accessible Bathroom Design; Furnishings	\$ 40,000	\$ 40,000	Taxation
13.	Park/Rec	Sweeney Park Design/Engineering Efforts	\$ 70,000	\$ 70,000	Taxation
14.	Public Safety	Fire Engine Replacement Fund	\$250,000	\$250,000	Fund Balance
15.	Public Safety	Police Speed Trailer	\$ 13,100	\$ 13,100	Taxation
16.	Public Safety	Police Station Access Control; Cell Cameras	\$ 26,000	\$ 26,000	Taxation
17.	Public Safety	Replacement Police Cruiser & Motorcycle	\$ 56,325	\$ 56,325	Taxation
18.	Public Safety	Fire Gear and rope rescue equipment	\$ 34,000	\$ 34,000	Taxation
19.	Public Safety	Fire Station repairs/upgrades	\$ 30,000	\$ 30,000	Taxation
20.	Harbor	Harbormaster Floating Office	\$ 50,000	\$ 50,000	Waterway Fund
21.	Water	Plant Upgrades/Equipment Replacement	\$190,000	\$190,000	Water Enterprise, Retained Earnings, & Taxation
22.	Water	Pipe replacement/improvements	\$1,000,000	\$1,000,000	Water Enterprise, Retained Earnings, & Taxation
23.	Sewer	Plant Upgrades/Equipment Replacement	\$300,000	\$300,000	Sewer Enterprise, Retained Earnings, & Taxation
TOTAL				\$3,290,425	

Per petition of the Board of Selectmen

The Board of Selectmen recommend approval

ARTICLE 6: To see if the Town will vote to raise and appropriate or transfer from available funds \$1,780 for the purpose of paying charges for trail work done in Chebacco Woods (\$1150) and for filings at the Southern Essex Registry of Deeds (\$630) from fiscal year 2020 which were received after the closing of accounts for that fiscal year or take any other action relative thereto.

Per petition of the Board of Selectmen

The Board of Selectmen recommend approval

ARTICLE 7: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the Town's assessment from the District for the Gross Operating and Maintenance Budget of the Manchester-Essex Regional School District including debt service - said sum to be calculated solely in accordance with the "Agreement Between the Towns of Essex and Manchester-by-the-Sea, Massachusetts with Respect to the Formation of a Regional School District", as most recently amended, by invoking and approving the provision found in paragraph four of G.L. c. 71, § 16B allowing District members "to reallocate the sum of their required local contributions to the District in accordance with the regional agreement", for the fiscal year beginning July first, two thousand twenty-one; or take any other action relative thereto.

Per petition of the Manchester-Essex Regional School Committee

The Board of Selectmen recommend approval

ARTICLE 8. To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2022 Community Preservation budget and to appropriate from the Community Preservation Fund estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2022; and further to reserve for future appropriation a sum of money from the Community Preservation Fund estimated annual revenues for open space, including land for recreational space, historic resources, and community housing purposes, as well as a sum of money to be placed in the 2022 Budgeted Reserve for general Community Preservation Act purposes; and further to appropriate from the Community Preservation Fund a sum or sums of money for Community Preservation projects or purposes as recommended by the Community Preservation Committee as follows; or take any other action relative thereto.

1. Community Preservation Committee Expenses (studies, etc.)	(administrative)
\$ 20,000*	
2. Sweeney Park: Design/engineering for field upgrades	(open space & recreation)
\$ 68,375	
3. Landscape Restoration for all Parks and Tucks Point	(open space & recreation)
\$ 20,000	
4. Pickleball Courts at Sweeney Park	(open space & recreation)
\$ 75,000	
5. Automatic Defibrillators for Parks	(open space & recreation)
\$ 15,000	
6. Singing Beach Bathroom preservation	(open space & recreation)
\$ 5,000	
7. Title Research/Survey Work Western Woods	(open space & recreation)
\$ 25,000	
8. Friends of Manchester Trees – Tree Restoration	(open space & recreation)
\$ 11,000	
9. Affordable Housing Trust Project Funding	(community housing)
\$ 200,000	
10. Historic Restoration of Library Landscaping	(historic preservation)
\$ 15,000	
11. Morss Pier Engineering Study for restoration	(historic preservation)
\$ 33,000	
12. Tuck’s Point Public Access Restoration	(historic preservation)
\$135, 629	
	TOTAL
	\$ 623,004

(*Administrative amount limited to a maximum of 5% of total annual revenue)
Per petition of the Community Preservation Committee
Per petition of the Board of Selectmen

The Board of Selectmen recommend approval

ARTICLE 9. To see if the Town will vote to raise and appropriate or transfer from available funds \$271,388 to be deposited into the Town’s Other Post-Employment Benefits Trust Fund, subject to said appropriation being expended from the Trust Fund only for the purposes authorized by section 20 of Chapter 32B of the General Laws of the Commonwealth of Massachusetts; or take any other action relative thereto.

Per petition of the Board of Selectmen

The Board of Selectmen recommend approval

ARTICLE 10. To see if the Town will vote, pursuant to the provisions of G.L. c.44, §53E½ as most recently amended, to set the following Fiscal Year 2022 spending limitations on expenditures from the revolving fund(s) set forth in the Town’s Revolving Fund By-law, Article IV, Section 11 of the General By-laws:

Program or Purpose: Costs Associated with Town of Manchester-by-the-Sea Recreation Programs; FY2022 spending limit: \$325,000.

Or take any other action relative thereto.

Per petition of the Board of Selectmen

The Board of Selectmen recommend approval

ARTICLE 11. To see if the Town will vote to: (a) transfer from the Board of Selectmen, acting as the Board of Water and Sewer Commissioners, for the purpose of holding, storing, purifying or preserving water, to the Board of Selectmen for the conveyance of easements, the care, custody and control of portions of the Town-owned property located in the Town of Hamilton, which property is shown on Hamilton Assessors Map 71 as Parcel 1, described in the Order of Taking recorded with the Essex South District Registry of Deeds in Book 3713, Page 278, and subject to a conservation restriction held by the Hamilton Conservation Commission and recorded in Book 15373, Page 403, and which portions to be transferred are shown approximately as “Proposed Permanent 40’ Easement 33,530 Sq. Ft., 0.77 Acres” and “Proposed Temporary Construction Easement 20,916 Sq. Ft., 0.48 Acres” on a plan entitled “Town of Hamilton & Town of Manchester-By-The-Sea Proposed Easement Plan”, prepared by Woodard & Curran, dated February, 2021, on file in the Town Clerk’s office, as the same may be amended, (b) authorize the Board of Selectmen to convey to the Town of Hamilton a permanent public way easement and a temporary construction easement in, on and under the foregoing portions for the purpose of altering the layout of Chebacco Road in Hamilton, (c) to authorize the Board of Selectmen to accept from the Town of Hamilton, if applicable, deeds conveying Hamilton’s right, title and interest in the portions of Chebacco Road to be discontinued upon said alteration, which discontinued portions are shown approximately on the aforesaid plan as “Existing ROW (To Be Abandoned) 31,272 Sq.Ft., 0.72 Acres” and “1964 ROW (To Be Abandoned) 44,726 Sq.Ft., 1.03 Acres” and are to be subject to the conservation restriction; and (d) authorize the Board of Selectmen to submit a petition to the General Court under Article 97 of the Massachusetts Constitution to authorize the change in use, transfer, and conveyance of easements in said portions of the Town-owned property and to amend the conservation restriction encumbering said property; or take any other action relative thereto.

Per petition of the Board of Selectmen

The Board of Selectmen recommend approval

ARTICLE 12. To see if the Town will vote:

- a) To express its opposition to the proposal by Strategic Land Ventures (SLV) to erect a large, multi-family complex on the parcel recorded as #43 0 18, which is adjacent to School Street and Route 128 and abuts land dedicated to conservation purposes which in aggregate approximate 1,600 acres in Manchester and Essex, and which is located within the major watershed supplying Manchester's drinking water, given that proposal's threats to the life, health and safety of residents throughout the Town and of wildlife on and near the parcel; and
- b) To express support for the goal of producing more affordable housing units in Manchester as noted in the Manchester Housing Production Plan, and to commend and endorse the work of the Manchester Affordable Housing Trust, the Manchester Housing Authority and their allied organizations in their efforts to do so including through expansion/renovation of housing units at Newport Park and The Plains, and through the pursuit of means other than the proposal by SLV to erect a large, multi-family complex on the parcel recorded as #43 0 18, i.e. that are more consistent with the scale of existing commercial properties in the Town, more pedestrian friendly in their locations and design, and not a significant threat to life, health and safety of Town residents or of wildlife.

Per petition of Citizens

The Board of Selectmen take no position

ARTICLE 13. To see if the Town will vote to amend Article XII (Earth Removal) Section 4 (General Limitations,) of the General By-Laws by inserting the following:

P. In consideration of the safety and health of Town residents, no permit for the use of dynamite or other explosives (Blasting) shall be approved for the purposes of constructing:

- i) Any commercial (i.e., non-residential) structure containing more than 100,000 square feet; or
- ii) Any individual structure in the Town containing more than twenty (20) housing units,

Unless a) the Board is satisfied that in its specific circumstances such Blasting will conform to the guidelines promulgated by the Board for the safe and effective use of Blasting for large projects and will be monitored by the Fire Department for compliance with all applicable safety codes, and b) the Board manifests such satisfaction by the affirmative vote of at least two-thirds of its then current members.

Per petition of Citizens

The Board of Selectmen recommend the advice of the

Planning Board

ARTICLE 14. To see if the Town will vote to amend Article X (Police and other Regulations) of the General By-laws by adding a new Section 46, as follows:

Access to Large Developments: Construction of any housing project in the Town larger than either i) one hundred (100) units or ii) 75,000 square feet is prohibited unless such a project includes two paved access roads open at all times for ingress and egress. Two access roads are

necessary to protect the safety and health of the residents of the project and the Town.

Per petition of Citizens

The Board of Selectmen recommend not approving

ARTICLE 15. To see if the Town will vote to maintain and fully support Police and Fire Dispatch services here in Manchester, and not regionalize these vital services to the North Shore Regional 911 Services in Middleton, MA.

Per petition of Citizens

The Board of Selectmen recommend not approving

ARTICLE 16. To see if the Town will vote to pass over proposed zoning by-law recodifications to the 2018 Zoning By-laws at the 2021 Manchester-by-the-Sea Annual Town Meeting

Per petition of Citizens

The Board of Selectmen recommend passing over the article

ARTICLE 17. To see what sum of money the Town will vote to appropriate or transfer from available funds for the purpose of reducing the tax rate or take any other action relative thereto.

Per petition of the Board of Selectmen

The Board of Selectmen will make its recommendation at the Town Meeting

- **Consent Agenda**

- BOS Meeting Minutes – April 20, 2021
- Adele Quincy Ervin Citizenship Award
- 2021 Arbor Day Proclamation
- Ratification of Police Union Contract
- Resignation Letter, Parker Harrison, Bike & Pedestrian Committee

Ms. Harrison moved to approve the Consent Agenda, Mr. Bodmer-Turner seconded the motion and requested the Police Union Contract be removed from the Consent Agenda for discussion. The motion passed unanimously.

Mr. Bodmer-Turner requested clarification related to the Quinn Act around the type of degree required indicating Criminal Justice Degree had been struck out. Mr. Federspiel

clarified that was not meant to be struck out and the contract will be amended to include degrees in Criminal Justice.

Ms. Jaques moved to ratify the Police Union Contract with the inclusion of Criminal Justice Degree, Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.

- **Town Administrator's Report**

- 1) **Dispatch:** While the Board and Finance Committee have collected information regarding dispatch options, that information has not formally been shared with the public in public forums around dispatch. Mr. Boling has requested the Board develop a public outreach/engagement plan. Over the next couple of months:
 - a. **Create a page on the Town's Web site with Current and future option information drawing on the materials the two Chiefs have assembled (by May 20).**
 - b. **BOS identify additional information and review proposed plan at May 17, 2021 meeting.**
 - c. **Schedule the first of two public forums for June 7, 2021**
 - d. **Schedule second public forum for July 6, 2021**
 - e. **Hold joint meetings with Finance Committee to develop a consensus mid-July.**

Mr. Boling asked how the petition article impacts the proposed process for reviewing dispatch. Mr. Federspiel stated it is an advisory vote not a binding vote.

Ms. Harrison and Mr. Bodmer-Turner will work with Mr. Federspiel in developing the plan and forum. Mr. Round asked if there would be a possibility for a tour of the Middleton Dispatch operation. Mr. Federspiel stated that could be arranged.

- 2) **Cornerstone Church:** The Town holds an option to purchase the Cornerstone Church with plans to develop a Senior Center. Mr. Federspiel met with representatives from the Church for an update. Their fundraising for the new church has not yet been successful. Mr. Federspiel and the representatives discussed an alternative approach that would have the Town participating in the development of the new site. In essence the Town would share in some of the common needs at the new site (parking lot, utilities) and each would construct our respective facilities (the Town a Senior Center). This allows the Church to generate additional revenue from the sale of the church which will likely be converted to housing (and go onto the tax rolls.) The Church saves money on the site development work with Town participation. The Town gains a new building with much better parking/access for the Senior Center. Mr. Boling believes this is an option worth pursuing. (After months of delay, we are getting the appraisal of the Mason building completed in June.)

- 3) **Staffing:** A new assistant to the Town Clerk will be in place next week. Ms. Hunter is stepping up to assume on the role of Clerk, ZBA and most likely the Planning Board as well by the summer. We are putting the job

descriptions together for the new Grant Coordinator/Special Projects position and will advertise for that position. The Town will also advertise for a new Principal Assessor, in preparation for Ms. Thompson's retirement.

- 4) **Town Hall reopening May 10:** There will be a greeter at the front door, residents and visitors will come in the front and exit out the lower side-door.

- **Other Matters, as May Have Not Been Reasonably Anticipated by the Chair**
– There were no additional matters discussed this evening.

Ms. Jaques moved to adjourn the meeting, Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.

Meeting Documents:

- Consent Agenda as listed
- SLV 40 B Update Materials
- Adele Quincy Ervin Citizenship Award
- 2021 Arbor Day Proclamation
- FY22 Budget
- Annual Town Meeting Warrant Articles
- Town Administrator's Report

Upcoming BOS Meeting

- Monday, May 17 , 2021
- Monday, June 7, 2021