Mr. Boling called the BOS meeting to order at 6:34 p.m.

Mr. Boling stated the meeting was being recorded by Studio 1623 (Cape Ann TV) for later broadcast and by Ms. Hunter for accuracy in minutes. He asked if anyone was recording the meeting to please let him know and requested attendees silence their cell phones.

1. Harbormaster Update
Harbormaster Pike was not available this evening his report will be presented at the next Board of Selectmen meeting.

2. Police Chief Appointment Ratification
Mr. Boling stated the Town Administrator has provided the Board of Selectmen with a contract and two-year goals for Todd Fitzgerald. This evening the Board will take a vote to ratify the contract put before the Board by Mr. Federspiel.

Mr. Boling indicated the Selectmen had had an opportunity to review the contract and have spoken with Mr. Federspiel individually. He asked if the Selectmen had any comments or questions about the contract. Mr. Bodmer-Turner stated the contract and goals were straight forward and he was in support. Ms. Jaques agreed.

Mr. Boling stated the Board was down two members one for an emergency and one for an out-of-state conference. He has heard from both members and although they will not be voting on the contract both support the contract in its current form. Mr. Steinert’s email…I am unfortunately traveling to Florida this morning for a work conference in Orlando. While I cannot attend the BOS meeting in person this evening, I wanted to communicate my full support for Todd Fitzgerald as the Chief of Police in Manchester. Ms. Driscoll also expressed her full support.
Ms. Jaques moved to approve the Police Chief’s contract as proposed by the Town Administrator; Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.

Mr. Federspiel indicated he was working on an official swearing in ceremony for next week on either Wednesday or Thursday evening. He will finalize plans and get the announcement in the Cricket. Chief Fitzgerald stated he looked forward to the opportunity. Mr. Boling thanked Chief Fitzgerald for his and his supporter’s patience with the process.

3. Budget Development, Discussion and Timeline

Mr. Boling stated the Selectmen present will discuss the budget timeline, however, will not make decisions regarding the budget and direction without the full Board.

Mr. Federspiel stated Department Heads are formulating their budgets working with new budget software Open/Gov with expected completion by the end of this week. Department Heads will present their budgets to Ms. Mainville, Town Accountant and Mr. Federspiel between now and Thanksgiving. With this information Ms. Mainville and Mr. Federspiel will put together the preliminary budget for presentation to the Board at the December 2, 2019 meeting.

Following the initial presentation, the Board and Finance Committee will identify areas of concern, questions and recommendations. The review of the budgets begins in earnest in January 2020. By the end of February, the Board and Finance Committees will have a final budget.

Preliminary budget presentation in December is a public meeting with final budget presentation for the public at the second meeting in February. Budget is finalized by the beginning of March in preparation of Annual Town Meeting on April 6, 2020.

Ms. Jaques asked if the Board would meet with the Finance Committee on December 2, 2019? Mr. Federspiel indicated the Finance Committee would join the Board for the December 2, 2019 presentation of the preliminary budget. Additional joint meetings with the Board and Finance Committee will take place in early January 2020. Mr. Bodmer-Turner asked if the second joint meeting would be the first meeting in January? Mr. Federspiel stated that was the goal.

Mr. Boling requested a review of the January 2020 schedule.

- Meet January 6th Mr. Boling will not be available for that meeting. However, if the meeting is a joint meeting with Finance Committee, he is available for Wednesday, January 8th.
- Ms. Jaques is available for all December and January meetings.
- January 20th is the Martin Luther King holiday. The Board meeting will be held on Tuesday, January 21st.
- February 3rd and February 18th (Tuesday because Monday, February 17th is President’s Day)
Mr. Boling reported on the Saturday, November 2, 2019 walk about of the Western Woods property with members of Cape Ann Trails, Conservation Commission, Mr. Creighton, Mr. Federspiel and Ms. Brown. The walk about was a 4 mile walk through the proposed 12 acre and 5.7 acre lots the Conservation Commission had recommended for conservation. Mr. Boling stated there is potential for recreational use for the two parcels.

Mr. Boling has discussed with Mr. Federspiel the possibility of meeting with members of different Boards, Committees and the Conservation Commission to plan for conservation requests prior to Annual Town Meeting in April 2020. It has been frustrating working without a plan; Members of Boards and Committees have been reluctant to approve requests when the requests come in late.

Mr. Boling is recommending developing an on-going group with Board and Committee members reporting back to their respective groups. He asked if either Mr. Bodmer-Turner or Ms. Jaques were interested in participating, both expressed interest. Mr. Bodmer-Turner asked if the discussions would be limited to the Western Woods or would the group consider land use in general including the LCD? Mr. Boling stated the goal of the group would be to develop a Capital Plan for conservation but agreed there was a need for a clear plan on how to address land use.

Mr. Boling concluded he and Mr. Federspiel will start the process and develop a preliminary plan.

4. Consent Agenda

- BOS Minutes – October 21, 2019

Ms. Jaques moved to approve the consent agenda with one edit to the Minutes of October 21, 2019, Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.

5. Correspondence

- Memo re: One-time Town-wide Fall 2019 Curbside Leaf Collection
- Memo re: Phase 1 – Steel Activity Bulletin
- Letter from Mayor Spicer re: MPO Elections
- Letter of Thanks from Longevity Bench Project
- Letter from Resident re: Police Chief Appointment

There was no additional discussion on correspondence.

6. Town Administrator’s Report
The Cornerstone Church voted to sign the option with the Town. The Town needs to move forward with assessing how the building can be retrofitted to meet the Town’s needs. Local architect, John Harden has offered to produce plans and cost estimates for renovations for $19K. Assuming the Board is in support the work will proceed using the Professional Services account line item in the budget.

Mr. Bodmer-Turner asked how far the preliminary design and cost estimates would be developed. Mr. Federspiel indicated the architect would meet with Department Heads to determine space and program needs.

Construction Updated: Paving on Rockwood Heights and Mosses Hill should take place by the end of the week weather permitting. The new layout for Washington/Sea and Summer Streets has been painted out for final review. Work should begin the week of November 11th. Waterline work on Magnolia Ave. and Overledge Road will continue for the next few weeks. Assuming weather holds crews will move to Ocean Street and onto Raymond Street.

Fire Chief Recruiting: Ads have been placed in MMA’s Beacon, on-line and in the Gloucester Daily Times. Mr. Federspiel spoke to Fire Department staff and encouraged in-house candidates. Final interviews will take place in January with an early spring start date for the new Chief.

Mill and Forest Streets: Residents have asked for some dedicated time on an upcoming agenda to have a focused discussion on their concerns regarding speeding. Mr. Boling asked is the Police Department was tracking speeds Chief Fitzgerald stated speed was being tracked, it was a two-week process. Residents will be scheduled for end of November or beginning of December meeting.

Communication Coordinator: Ms. Marletta will be starting next week.

Human Resource: Manchester working with Hamilton and Rockport is in the process of developing an inter-municipal agreement to hire a Human Resource Director. All three towns work with KP Law for Counsel with permission of the Board KP Law can act on behalf of the Town. The towns have worked with MAPC on the initial draft agreement with costs for the position to be shared equally. Mr. Federspiel requests a motion to support the proposed shared agreement.

Mr. Bodmer-Turner moved to support a shared agreement with Manchester-by-the-Sea, Hamilton and Rockport and to allow KP Law to review the draft agreement; Ms. Jaques seconded the motion. The motion passed unanimously.

7. Other matters, as may not have been reasonably anticipated by the Chairman.

Ms. Jaques moved to adjourn the Board of Selectmen meeting of November 4, 2019; Mr. Bodmer-Turner seconded the motion. The motion passed unanimously.

Meeting Documents:

- Town Administrator’s Report
- BOS Minutes October 21, 2019
- Correspondence as listed
- Harbormaster’s Report
• Employment Contract between Town of Manchester-by-the-Sea and Todd Fitzgerald and Two-Year Goals

**Upcoming BOS Meetings**

• November 18, 2019
• Fall Town Meeting, November 19, 2019
• December 2, 2019
• December 16, 2019