



MANCHESTER-BY-THE-SEA

SELECT BOARD • TOWN HALL

Manchester-by-the-Sea, Massachusetts 01944-1399

Telephone (978) 526-2000 FAX (978) 526-2001

MINUTES OF THE SELECT BOARD

January 6, 2025

6:30pm

Hybrid Meeting

Join Zoom Meeting, Meeting: ID 842 1640 1398 Passcode: 354202 Mobile: 1.646.558.8656

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

MEMBERS ABSENT:

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

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

Public Comment: None

Chairman Report & Actions Items: The Board reviewed the action items.

1. Manchester Yacht Club Alcohol License Amendments – Change of Manager & Change of Officers:

The Select Board discussed amendments to the Manchester Yacht Club's alcohol license. It was noted that the club should be more diligent about notifying the town when they change their officers, which happens every two years. The current listed officers were a couple years out of date.

Mr. Round moved that the Select Board approve the Change of Manager and Change of Officer application for the Manchester Yacht Club; Mr. Sollosy seconded. Mr. Delaney – yes, Mr. Sollosy – yes, Ms. Bilotta – yes, Ms. Harrison – yes, Mr. Round – yes

2. Eliminate Parking within 20 Feet of Crosswalk on Central Street by Seaside One:

The Select Board discussed the Police Chief's proposal to eliminate parking within 20 feet of the crosswalk on Central Street by Seaside One. Concerns were raised about the loss of parking spaces and the impact on local businesses. The Board discussed the possibility of moving the crosswalk entirely, as there was already one nearby at the Summer Street intersection.

Ms. Bilotta suggested that there were two issues to address: a short-term need to do something immediately and a longer-term need to look at the appropriate placement of crosswalks. She emphasized that the current location was extremely dangerous due to poor sight lines as demonstrated by the recent accident where a child was hit while trying to use the crosswalk.

The Board agreed to take the following actions:

- Place cones to block off the area immediately for safety.
- Have the DPW Director consult with the Bike and Pedestrian Committee and present a plan to either remove a crosswalk or move one.

- Consider painting lines on both sides of the street to delineate parking spaces and maximize available spots.

The Board also discussed the need for a longer-term solution to address the safety concerns while minimizing the loss of parking spaces.

3. Review and Approve Harbor Regulations – Commercial Moorings:

The Select Board reviewed the proposed harbor regulations for commercial moorings. Discussion revolved around the administration of moorings and slips within a marina, specifically addressing issues of payment, usage, and fairness. Concerns were raised about the distinction between moorings and slips, the methods of payment, and the rules for provisional moorings. Key points include ensuring timely payment for mooring spaces, applying consistent rules for mooring usage, and maintaining transparency in the process. Suggestions included capping administrative costs, preventing moorings from being left unused, and ensuring equitable access by managing waiting lists effectively.

Mr. Round moved that the Select Board accept the provisional mooring program as presented in the January 5th edition; Mr. Delaney seconded. Mr. Delaney – yes, Mr. Sollosy – yes, Ms. Bilotta – yes, Ms. Harrison – yes, Mr. Round - yes

4. Discussion Items:

- Waterfront Event Permit:** The Select Board briefly discussed the waterfront event permit but decided to postpone a detailed discussion until a future meeting. Ms. Harrison expressed concern about the level of regulation proposed and the need for clarity on what constitutes a waterfront event. The Board agreed to send their comments to Mr. Federspiel and will revisit the topic.
- Cape Ann Transportation Authority – Update on Potential Service:** Mr. Federspiel provided an update on discussions with the Cape Ann Transportation Authority. He explained that it was a decision the Board had the authority to make whether to proceed with their services. The change would involve shifting funds currently paid to the MBTA to the regional transit authority, potentially allowing for an expansion of services.

The Board discussed the possibility of getting three days of service within the current budget, with the option to expand services in the future. They agreed that Mr. Federspiel should draft a formal proposal for the Board to review at a future meeting.

- Community Center Update – Potential Uses:** Mr. Sollosy reported on his recent discussions about using the community center. The Board agreed to pursue using the building for public bathrooms and potentially as a temporary office for the Harbormaster. They also discussed the possibility of using the space for senior activities in the short term.

Mr. Sollosy, along with Mr. Federspiel, will meet with the property owner to discuss details and pricing.

5. Town Administrator Recruitment/Preliminary Screening Committee:

Mr. Federspiel stated the Town Administrator recruitment is progressing, with key milestones laid out. The town profile draft is expected by the end of the week, and comments are to be returned promptly to meet the goal of advertising the position by the end of next week. Several individuals have expressed interest in serving on the screening committee, prompting discussions about criteria for selection.

Suggestions include prioritizing individuals with experience in hiring leaders, familiarity with past recruitment processes, or previous work with prior Town Administrators. Emphasis was placed on the importance of diversity of thought, experience, and the ability to participate in-person for interviews. The Board plans to finalize the criteria at the January 21 meeting, conduct interviews on January 30, and make selections at the February 3 meeting. Mr. Federspiel stated if the board had any additional input on criteria to send this week, and Ms. Harrison will ask Moderator Alan Wilson if he would like to participate as he has been involved in town government for many years.

6. Liaison Reports:

Mr. Round stated that the water meter RFP is expected to be sent out this week, with bids coming in over the next 2-3 weeks. He noted that February water bills will include a \$25 charge for water meters that have not yet been installed. The library will receive a decision on Friday regarding its grant application for funds for rehabilitation. The Historic Commission is meeting on Thursday and there is no further news regarding the developments at Cargo.

Mr. Delaney mentioned that he will be attending the grand opening of the Larkin Cottage at Essex Tech on Thursday night.

7. Consent Agenda:

- a. Meeting Minutes – November 18th & December 16th**
- b. Common Victuallers License Renewals – Sacred Heart Parish Hall**
- c. Lodging House License Renewal – Essex County Club**
- d. Accept Donation from the Clara B. Winthrop Charitable Trust for Manchester Library**

Ms. Bilotta moved that the Select Board approve the consent agenda; Mr. Sollosy seconded. Mr. Delaney – yes, Mr. Sollosy – yes, Ms. Bilotta – yes, Ms. Harrison – yes, Mr. Round – yes

8. Town Administrator's Report:

Mr. Federspiel provided updates:

1. The parking review will be presented at the January 21, 2025 meeting.
2. We are still waiting for final signoffs on the Central Street Culvert project and are working to resolve issues with a business owner regarding easements.
3. This year's Annual Town Meeting is April 28th, the town election is scheduled for May 20th and the deadline for petition articles is February 27th. Nomination papers are now available for various open positions.
4. The next Select Board meeting will be on Tuesday, January 21st instead of Monday due to the holiday.

7:40 pm Ms. Bilotta moved to adjourn the meeting; Mr. Delaney seconded. Mr. Delaney – yes, Mr. Sollosy – yes, Ms. Bilotta – yes, Ms. Harrison – yes, Mr. Round – yes

Meeting Materials:

Manchester Yacht Club Alcohol License Amendment Application
Central Street Crosswalk memo
Commercial Mooring wording
Consent Agenda Items