



MANCHESTER-BY-THE-SEA

MBTA TASK FORCE • TOWN HALL
Manchester-by-the-Sea, Massachusetts 01944-1399
Telephone (978) 526-6405 FAX (978) 526-2001

MINUTES OF THE MBTA TASK FORCE

March 21, 2024 6:30 p.m. Hybrid and In-Person Room 5

MEMBERS PRESENT: Chris Olney, Chair, Gar Sarah Mellish, Ann Harrison, Richard Smith, Sue Philbrick, Richard Smith, Denny Hall, and Sandy Bodmer-Turner

Member Online:

MEMBER NOT PRESENT: Mike Pratt

STAFF PRESENT: Town Planner, Marc Resnick, MBTA Task Force Admin, Gail Hunter

GUESTS: Architects – John Hardin, Gary Gilbert, and Paul Stremple


Call to Order – the meeting was called to order at 6:30 p.m.

Discussion with Architects on Design Guidelines



DG's Draft Text_JH
20240313_revA.docx

Mr. Gilbert presented nine slides showing the characteristics of buildings in the downtown area. As part of the Design Guidelines the architects prepared a three-paragraph Character Statement. He noted that many of the downtown buildings are close to the street and are a mixture of high and low buildings with many of the buildings using a similar architecture and all of it works.

 [Design Guideline short slideshow V1.pdf](#)

Mr. Hardin indicated that the character of the Town is what those living in the Town like about the Town. One of the goals of the architects was to provide the Town with a document that could be used by design review teams while preserving the heterogeneous collection of the Town properties.

The guidelines are a high level of what is and can be quickly recognized as the character of the Town. The guidelines move from the high level to the detail context. Including things like building massing and number of stories, roof shape and orientation.

The architects limited the amount of direction to allow for creativity and design. Mr. Stremple stated that there are reasonable constraints in the guidelines and there are designs that will calm and reassure the character of the Town through pictures.

The architects have developed guidelines that will help the Town with understanding the current role of architecture in the community. The guidelines will help to preserve the character of the Town moving forward. Mr. Stremple asked what role the architects could play in presenting their work to the Planning Board. Mr. Morse suggested providing a presentation with pictures and descriptions.

The proposed guidelines are focused on the downtown area the architects asked what the Task Force would like to discuss for the LCD. It was decided that is a discussion for the Task Force to schedule for a later date.

Prepare for Meeting with Planning Board, Monday, March 25, 2024

Mr. Olney suggested that each member of the Task Force speak for two minutes during the Planning Board meeting explaining their experience on the Task Force.

The Task Force discussed Mr. Olney's proposal and concluded that was not to the liking of most of the members. Mr. Hall stated the role of the Task Force was to minimize the damage the Town could incur from 40A. No member of the Task Force liked it and there have been disagreements but there are things that make sense, and we collectively support the recommendations the Task Force is making. Ms. Philbrick agreed with Mr. Hall.

Mr. Resnick believes the Task Force needs to present a single proposal to the Planning Board stating this is our proposal and explaining the why. He suggested that the Task Force initially started out in different places, discussed concerns, and voted for a single recommendation to present to the Planning Board.

Ms. Mellish would like to see a detail statement around why the Task Force selected the districts we selected. Mr. Olney is developing that document.

Ms. Philbrick discussed a presentation she and Ms. Bodmer-Turner attended over the weekend and would like the Task Force to consider working with RKG to have a *propensity for change* modeled and asked if this was part of the Town's scope of work. She also indicated that a *fiscal impact analysis* may help to result in the recommendations passing at Town Meeting.

The Task Force reviewed the most recent data from Ms. Innes and made specific recommendations to be prepared and included in her presentation to the Planning Board. Additionally, Ms. Harrison suggested that the Task Force continue working with Ms. Innes to further refine the modelling needed to complete current goals and objectives of the Task Force. All members present agreed.

Approval of Meeting Minutes –

Mr. Smith moved to approve the meeting minutes of February 8, 2024 and February 29, 2024; Ms. Philbrick seconded the motion. The motion passed unanimously.

Public Comment: There was no public comment this evening.

Any other Administrative Matters not anticipated in advance of the required 48-hour posting.

Adjourn *Ms. Mellish moved to adjourn the meeting; Ms. Philbrick seconded the motion; the motion passed unanimously.*