



# MANCHESTER-BY-THE-SEA

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**MBTA TASK FORCE • TOWN HALL**  
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## MINUTES OF THE MBTA TASK FORCE

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February 8, 2024 6:30 p.m. Hybrid and In-Person Room 5

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

**Member Online:** Mike Pratt

**MEMBER NOT PRESENT:** Sue Philbrick

**STAFF PRESENT:** Town Planner, Marc Resnick, Task Force Admin, Gail Hunter, Communication Manager, Tiffany Marleta

**GUEST:** MBTA Consultant, Emily Innes

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**Call to Order** – the meeting was called to order at 6:32 p.m.

- **Acknowledge Receipt of Correspondence** – Correspondence was acknowledged.
- **Updated Schedule** – Updated Schedule forwarded to the Task Force on 2/7/2024.

Mr. Morse expressed concern regarding the upcoming deadlines for the Task Force to complete their work. Specifically mentioning the timeframe between May 18, 2024 and August 19, 2024 and asked if there was any way for the State to limit their timeline for reviewing the Town's application. Ms. Mellish pointed out that the timeline was clearly stated in State materials and the Task Force was aware of that when work commenced. The Task Force discussed the need to complete their work and to begin working with the Planning Board through the month of April. Ms. Mellish indicated that the objective of working with Emily is to be aware that the Town has developed a plan that complies with the Law. The State has 3 months to review the application prior to the application being presented for a vote at Fall Town Meeting. Mr. Hall stated the reason the Task Force is working with Emily is to make sure we are not going off the rails.

Following discussion with the Board. Mr. Resnick developed a long-range schedule for the Task Force. The schedule is contained in the PDF below.



MBTA Task Force  
Long Range Schedu

- **Analysis of Modelling Continued – Ms. Innes**



20240208 MBTS  
Task Force - Post-me

Ms. Innes presented updated models in a working session with the Task Force. Several areas in Town were identified and discussed. The work of identifying areas for recommendation to the Planning Board is ongoing and will be discussed during the Task Force next meeting on February 29, 2024. Ms. Innes will present additional model changes during the February 29<sup>th</sup> meeting.

- **Reports from Communication Outreach and Design Guidelines Subcommittees**

Mr. Smith updated the Task Force on the work of the Design Guidelines Subcommittee indicating that the subcommittee has divided into two working groups one policy considerations and the second on architecture. The subcommittee has completed a survey identifying variety, style and street views. Additionally, the subcommittee is working to define mandatory and optional guidelines that could be pulled into overlay district language. Ms. Harrison stated that when the work of the Design Guidelines Subcommittee is completed it should become the work of the Planning Board. Mr. Smith believes that much of the work of the Design Guidelines Subcommittee will become optional. Mr. Olney added that much of the Town Character is the variety of styles and street appearances.

Ms. Bodmer-Turner reported for the Communications Outreach Subcommittee indicating that the website will be updated for clarity and ease of use. Questions of the week will appear in the Cricket as short and simple replies to frequently asked questions. Task Force members will meet with the Manchester Club. The subcommittee is planning a joint forum with the Planning Board.

- **MBTA Task Force Annual Report**



MBTA Task Force  
Annual Report.pdf

- **Approval of Meeting Minutes –**

*Ms. Bodmer-Turner moved to approve the meeting minutes for January 4 and January 11, 2024; Mr. Olney seconded the motion. The motion passed unanimously.*

- **Public Comment:**

Christina Delisio, 6 Lincoln Ave. – Ms. Delisio asked if the Task Force has spoken with the Board of Governors at the Essex County Club.

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

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