



## 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

February 18, 2025

6:30pm

Hybrid Meeting

Join Zoom Meeting, Meeting: ID 834 6125 1237 Passcode: 353464 Mobile: 1.646.558.8656

**MEMBERS PRESENT:** Ms. Harrison – Chair, Mr. Round – Vice-Chair, Ms. Bilotta, Mr. Delaney, Mr. Sollosy (arrived at 7:38pm)

**MEMBERS ABSENT:**

**STAFF PRESENT:** Town Administrator, Mr. Federspiel, Executive Assistant Debbie Powers, Harbormaster, Bion Pike, Town Planner, Marc Resnick

Ms. Harrison called the Select Board meeting to order at 6:30pm with four members present in person and stated the meeting is being recorded. Mr. Sollosy arrived at 7:38pm.

**Public Comment:** No comments

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

#### **1. Alcohol License Transfer Public Hearing – Sea Breeze Variety, Inc., 8 Beach Street:**

*Mr. Delaney moved that the Select Board open a Public Hearing on the transfer of the annual wine and malt, off-premises package store beverage license at 8 Beach Street, Manchester-by-the-Sea; Ms. Bilotta seconded. Mr. Delaney – yes, Ms. Bilotta – yes, Ms. Harrison – yes, Mr. Round - yes*

Attorney John Demarkis, representing Sea Breeze Convenience LLC, presented the transfer application of the wine and malt package store license, approval of the manager of record, and approval of the pledge of license inventory.

Attorney Demarkis explained that this was a transfer to new ownership with no change in store footprint or building. He noted that the store staff would be TIP certified and would use an ID scan system for sales. The proposed store hours were 6 AM to 11 PM, with alcohol sales from 8 AM to 11 PM Monday through Saturday, and 10 AM to 11 PM on Sundays.

The Select Board and the public had no questions, and the Board noted that the paperwork looked to be in order.

*Mr. Round moved that the Select Board close the evidentiary portion of the Public Hearing; Mr. Delaney seconded. Mr. Delaney – yes, Ms. Bilotta – yes, Ms. Harrison – yes, Mr. Round - yes*

*Ms. Bilotta moved that the Select Board approves the transfer of the annual wine and malt, off-premises package store beverage license at 8 Beach Street, held by Sea Breeze Variety, Inc to Sea Breeze Convenience, LLC; Mr. Delaney seconded. Mr. Delaney – yes, Ms. Bilotta – yes, Ms. Harrison – yes, Mr. Round - yes*

#### **2. Review and Consider Adjustment to Water Bill for 33 Harbor Street:**

Ms. Harrison reclused herself from the discussion for personal reasons. The remaining members of the Board discussed a request from Jay Panetta for an adjustment to a water bill for 33 Harbor Street.

Mr. Panetta expressed shock at receiving a bill triple the average amount and double the previous largest bill. He stated there had been no warning of the rate structure change and requested consideration of an adjustment.

The Board explained that notices about the rate changes had been published in the local paper, on social media, and discussed at public meetings over the past 1-2 years. They noted that while direct notice was not sent to every customer, efforts were made to contact major users.

The Board expressed sympathy for the situation but concern about making an exception for one customer. They explained the new tiered rate structure was designed to encourage water conservation, as Manchester's usage is high compared to neighboring towns.

After discussion, the Board decided not to approve an adjustment to the bill but offered to consider a payment plan if needed.

### **3. Community Preservation Committee Project Review:**

Jack Burke from the Community Preservation Committee presented the annual list of proposed projects for the Board's review. He explained the CPA can provide grants in three areas: historical preservation, parks and recreation, and community housing.

Mr. Burke noted there was approximately \$850,690 available in the budget this year, including unreserved balances and new surcharge money. He highlighted two large items - \$300,000 for the rotunda and \$200,000 for the Affordable Housing Trust.

The Board asked clarifying questions about the funding sources and amounts compared to previous years. They expressed general support for the proposed projects and thanked Mr. Burke for the overview.

### **4. Commercial Mooring Update/Discussion:**

Mr. Federspiel provided an update on the commercial mooring situation. Harbormaster Bion Pike explained that Manchester Marine had 12 spots available, with five spots were taken, with two more likely to be taken soon. Nine eligible candidates remained on the waitlist.

The Board discussed options for filling any remaining spots, including potentially Manchester Marine to adjust pricing. They agreed to exhaust the current eligible waitlist before considering changes to the process. The Board also discussed the one-year waiting period for new additions to the list and the need to balance fairness with filling available moorings.

### **5. Cell Signaling Technology (CST) Sewer Agreements:**

The Board reviewed three agreements related to Cell Signaling Technology:

- An escrow account agreement for \$1.3 million for infrastructure improvements.
- An agreement regarding installation of water and sewer lines and allocation of sewer flow.
- An easement agreement for water and sewer lines on CST property.

The sewer allocation agreement outlined a phased approach, with CST paying a connection fee of \$414,000 for initial flow allocation but with a credit of \$100,000 for extending the water and sewer lines to Atwater Avenue.. The Board discussed the terms, including the use of conservative flow estimates and provisions for potential future expansion.

*Mr. Delaney moved to approve the Sewer and Water Easement Agreement, MassWorks Sewer Allocation Agreement, and Escrow Agreement with Cell Signaling Technology; Ms. Bilotta seconded. Mr. Delaney – yes, Ms. Bilotta – yes, Ms. Harrison – yes, Mr. Round - yes*

## **6. Discussion:**

### **a. Annual Town Meeting Articles:**

The Board reviewed several proposed zoning articles for the Annual Town Meeting with Town Planner Marc Resnick and Planning Board Vice-Chair Susan Philbrook:

- Site Plan Review: The Board discussed changes to the site plan review process, including expanding triggers for review beyond just parking space additions.
- Zoning Bylaw Introduction: The Board considered removing the introductory section of the zoning bylaw to eliminate outdated information.
- Accessory Dwelling Units (ADUs): The Board reviewed proposed changes to ADU regulations, including "standard" and "large" ADU categories. They discussed various details such as size limits, parking requirements, and operational conditions.
- Flood Plain Bylaw: The Board briefly touched on required updates to the flood plain bylaw to comply with state and federal regulations.
- Planning Board Associate Members: The Board discussed adding associate members to the Planning Board, with a tentative agreement to start with one associate member to be appointed jointly by the SB and PB..

The Board provided feedback on these articles and requested some revisions and clarifications.

7:38pm Mr. Sollosy arrived at the meeting.

## **7. FY26 Budget Updates:**

Mr. Federspiel provided an update on the FY26 budget process. He reported that the school budget was currently showing a 5.4% increase, which would translate to a 4.8% increase for Manchester. The overall budget increase for taxes was estimated at about 2.25%.

He noted that if the full 27% health insurance hike for the school district was accommodated, it would result in a 6.8% increase for Manchester, driving the total tax increase to about 3.1%.

The Board expressed concern about the rising costs, particularly with declining enrollment. They discussed the need for strategic planning and potential restructuring of the school district to address long-term financial sustainability. The Board planned to continue budget discussions at upcoming meetings with the Finance Committee and school representatives.

## **8. Discussion (continued):**

### **b. Draft Operational Audit:**

The Board briefly discussed the draft operational audit report. Members expressed mixed reactions, noting that while it provided some useful organizational insights, there were concerns about some of its recommendations and accuracy. The Board plans to discuss the audit in more detail at a future meeting.

## **9. Liaison Updates:**

- Mr. Round reported that the Historic Commission did not meet this month and the DPW is working on getting better pricing for wayfinding signs.
- Mr. Bilotta stated the Board needs to make a decision on public bathrooms for the summer season.

## **10. Consent Agenda:**

- a. Meeting Minutes – January 30th & February 3<sup>rd</sup>.

*Mr. Round moved to approve the January 30<sup>th</sup> minutes; Ms. Bilotta seconded. Mr. Delaney – yes, Mr. Sollosy – yes, Ms. Bilotta – yes, Ms. Harrison – yes, Mr. Round – yes*  
*Mr. Round moved to approve the February 3<sup>rd</sup> minutes; Mr. Sollosy seconded. Mr. Delaney – yes, Mr. Sollosy – yes, Ms. Bilotta – yes, Ms. Harrison – yes, Mr. Round - abstained*

11. Town Administrator's Report:

- **DPW relocation options:** The engineers are making progress with options for the upper School Street site but need a bit more time before a discussion on the options. There may be ways to build a “campus” that could eventually host DPW, Fire and Police.
- **Central Street Culvert:** There has been chatter on social media about the culvert. It is a project that needs to move forward. There are other culverts upstream that need replacing but the town needs to start downstream and work upstream. Work began in 2014 with hydrologic studies.
- **Water Meters:** This topic has also been kicked around social media. Once the town has a vendor we can share more details about the meters. The DPW is working on a process for anyone that does not want a new meter will need to pay extra to cover the added cost of readings that the town will incur. DPW will have a proposed policy for your review at a future meeting.

9:18 pm Meeting adjourned

*Ms. Bilotta moved to adjourn the meeting; Mr. Sollosy seconded. Mr. Delaney – yes, Mr. Sollosy – yes, Ms. Bilotta – yes, Ms. Harrison – yes, Mr. Round – yes*

**Meeting Materials:**

Alcohol License application  
Citizen letter – 33 Harbor St  
CPC spreadsheet  
CST agreements  
Draft articles  
Consent agenda items