

IPSWICH BOARD OF SELECTMEN  
Meeting of Monday, January 16, 2018  
Ipswich Town Hall, 25 Green Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18 - 25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Board of Selectmen was held on Monday, January 16, 2018 at 7:00 pm in Meeting Room A.

With a quorum present, William Craft called the meeting to order at 7:00 pm  
Selectmen present: William Craft, Chair; Nishan Mootafian, Vice-Chair; Linda Alexson, Edward Rauscher; William Whitmore  
Also present: Robin Crosbie, Town Manager  
Not present: Alexys Parsons, Recording Secretary

Abbreviations used: BOS - Board of Selectmen; TM - Town Manager; Electric Light Department (ELD); SAB – Shellfish Advisory Board  
Public Information: Agenda; Meeting Packet

**Welcome / Announcements**

Mr. Craft sadly announced the passing of Ed Walsh. Mr. Walsh was a member of the Police Department for 36 years as the Wharf Master. In memory of Mr. Walsh, donations are accepted to the “Cops for Kids with Cancer” charity, in care of Deputy Chief Rafferty of the Canton Police Department, 1492 Washington Street, Canton, MA 02021. Condolences go out to Mr. Walsh’s wife and family.

Mr. Craft stated that a Visioning Meeting presented by the Superintendent of Schools and School Building Committee Chairman Murphy will be discussing visions and updated information for the new school held on Wednesday, January 17, 2018 from 7:00 – 9:00 pm in Meeting Room C. At the request of the School Building Committee, the BOS has been working on agenda items for an upcoming meeting scheduled for January 22, 2018.

Mr. Craft stated there has been an effort to organize a tri-board meeting scheduled on Tuesday, January 30, 2018 between the BOS, Finance Committee and the School Committee. The focus will be on budget updates and revenue estimates.

Ms. Alexson would like to recognize Jake Burridge on his 100<sup>th</sup> birthday today, January 16, 2018. Mr. Burridge has been featured on many ICAM programs detailing Ipswich’s history. The BOS wishes Mr. Burridge a Happy 100<sup>th</sup> Birthday.

**Citizen Queries:**

Bill Spencer, Howe Street, inquired to the Board if the Town has a policy or practice for special recognition for institutions and aspects that significantly add to the specialness of Ipswich, if so Mr. Spencer suggests that Marini’s Farm Family be one of the recipients of such award. Mr. Craft stated that the Town does have a variety of awards that recognize achievement and also noted that he will add this to a discussion.

Carolyn Britt, briefly described a conversation she had with a friend who has a lighting technology background and her friend commented on the LED lighting in the Town and claims that it is wonderful. Ms. Britt stated that many Ipswich residents have concerns with the Town’s approach to sustainable practices and conservation and inquires what the Selectboard’s goals are for resilience and other sustainable practices in 2018 and are/can they be made available to the Town’s website. Mr. Craft stated that it is part of the BOS’s goals to meet (at least) on a quarterly basis with committees (particularly those involved with conservation issues). Ms. Crosbie added that she has been tracking efforts made internally to reduce energy consumption to become a greener community and

that she has distributed to a number of departments, the findings and recommendations of the Great Marsh Coastal Adaptation Plan and has received some responses back. The grant that the Town has received, allows the Town to actively work on riverbank stabilization along the river. Alicia Geilen, Conservation Agent for the Conservation Committee and members of the Planning Board are actively working with groups to try to stabilize riverbanks due to foot traffic along the bank and to create an access point for kayakers and fishermen to keep off those riverbanks.

Kathleen Spinale, 27 Pleasant Street, is requesting the BOS and all Town Boards/Committees to determine needs versus wants in relation to upcoming Town projects. Ms. Spinale stated that \$90,000 for an expanded Riverwalk is not a need and believes this money could go to crumbling infrastructure, public safety officials/equipment as well as functioning water systems.

Phil Goguen, Kingfisher Road, came to the board with three queries:

1. When is the draft warrant going to be available?

Ms. Crosbie stated that the draft warrant will not be available for a while because she is still receiving articles from department heads but is expected to collect all by January 23, 2018.

2. In Town Hall, why is there carpentry work being done by adding glass shelves in the hallways?

Ms. Crosbie stated that the glass shelves are existing and the displays are being updated.

3. Earlier in the fall, discussion on an accounting company coming in and performing an operational audit for \$65,000 and inquired if that fee went down and believes that this should be a prime article and suggests a ballot vote.

Mr. Craft stated that discussion has evolved week to week and the discussion was left at that this was expensive and perhaps it should be put off until next year.

### **Board and Committee Announcements**

#### **Public Safety Facility Committee:**

Deputy Fire Chief, Andre J. Theriault – New Appointment

*Vote: Mr. Rauscher moved and it was seconded to appoint Mr. Theriault. The motion carried unanimously.*

#### **Architectural Preservation District Commission**

Mitchell H. Lowe – resignation effective immediately

Nancy Carlisle – Current alternate seeking appointment as a full voting member.

*Vote: Ms. Alexson moved and it was seconded to approve. The motion carried unanimously.*

### **Public Hearing – Pole Petition**

Mr. Craft read the legal notice.

Verizon New England Inc. and Ipswich Municipal Light Department requests permission to locate poles, wires, cables and fixtures, including the necessary anchors, guys and other such sustaining and protecting fixtures to be

owned and used in common by your petitioners, along and across Town Farm Road. Place one (1) new jointly owned Pole No. 13 on the north side of Town Farm Road at a point approximately 17 feet east from the existing pole.

Jon Blair, Electric Light Department Manager, was present to discuss a routine matter concerning relocation of one of the ELD's poles. The ELD is required anytime they alter an infrastructure contained in the public right of way to get permission from the Board to do so. Mr. Blair stated the reason for the move is to accommodate Primrose development that is proposed for Town Farm Road. The plans were reviewed with the developer and it was determined that there wasn't flexibility to the access way and the developers asked the ELD to get permission from the Board to move the pole. Mr. Blair also stated that it could be done with little impact to the system and that there will likely be compensation given/contribution aid for construction by the developer. ELD to coordinate with the developers a scheduled timeline. It is noted that pole relocation/removal is in the capacity of the ELD to accomplish.

Mr. Craft stated that in the past, there has been concerns over distances and wire weight between poles and assumes that by making this adjustment there will not be any disadvantages in the program in terms of poles and wires. Mr. Blair stated that that is correct and the 17 foot span won't have any effect on the surrounding area. It was also noted that abutters have been notified.

Ms. Alexson inquired if the Town and Verizon jointly own the pole. In response, Mr. Blair stated that yes, all 3,000 poles in the Town are jointly owned by Verizon and the Town of Ipswich. Route 1A is a divider which poles file into primary custody. On the ocean side of 1A, the ELD has ownership and on the inland side of 1A, Verizon has ownership. The Town and Verizon have mutual access to poles but don't exchange fees with each other.

*Vote: Mr. Rauscher moved and it was seconded to close the Public Hearing. The motion carried unanimously.*

*Mr. Rauscher moved and it was seconded to approve the request as warned. The motion carried unanimously.*

### **Public Hearing – Shellfish Change to Commercial Permits (Section 3) & Resident Recreational Family Permits (Section 5)**

Mr. Craft read the legal notice.

Police Chief Nikas and Shellfish Constable, Scott LaPreste, were present to discuss that at the March 7, 2017 meeting, Shellfish Advisory Board (SAB) voted to request the BOS take a vote to remove the language requiring the "one year" residency status to be eligible for a commercial shell fishing permit.

The language currently states that "Any person who has been an Ipswich resident for the calendar year (January 1 – December 31) immediately prior to the permit year may be granted a permit for the harvesting of shellfish by means of his or her own labor for commercial purposes". The SAB requests the Board to vote to replace sentence one, in its entirety, with the following sentence: "Any person who is an Ipswich resident may be granted a permit for the harvesting of shellfish by means of his or her own labor for commercial purposes".

Mr. Rauscher inquired how the Town verifies residency and in response Chief Nikas stated that there are a few ways to verify, a few being: proof of bills (utility, leases, etc.) as well as the Town verifies with the State. Mr. Rauscher then inquired about cons against this proposal. Chief Nikas stated that because of the "one year" (with the 125 cap), in other communities, a group of people could rent out a small piece of property just to gain residency to shellfish and with the one year requirement, it allows the Town lessens the opportunities of that happening. Mr. Rauscher also inquired if one person could have multiple residencies as well as multiple licenses, and if there is a regulation against that. In response, Chief Nikas stated that the state has no regulations against that possibility. Mr. LaPreste added that the surrounding areas close to Ipswich have the same regulations.

Ms. Alexson agrees to eliminate the “one year” requirement.

*Vote: Mr. Whitmore moved and it was seconded to close this section of the Public Hearing. The motion was carried unanimously.*

*Ms. Alexson moved and it was seconded to eliminate the “one year” residency requirement for commercial permits in the Town’s Shellfish Regulations as indicated in the Legal Notice. The motion carried unanimously. At the November 8, 2017 meeting, the SAB voted to request the BOS add a new classification for shell fishing permits, allowing for a free “over 70” Family Recreational permit. The SAB requests the BOS vote to add the following paragraph to Section 5 – Resident Recreational Family Permit: “Any head-of-household over the age of 70 years, whose principal year-round domicile is within the Town of Ipswich, may be granted a resident family permit, without fee, to harvest shellfish and marine worms. At the time of the initial permit issuance, a \$10.00 payment shall be made to the Shellfish Enhancement Fund. The “over 70” recreational family permit holder shall be required to pay \$10.00 to the Shellfish Enhancement Fund and provide proof of residency, at Town Clerk’s Office, every two (2) years, from the date of issuance, to retain said permit. The recreational family permit will include said head-of-household, his or her spouse living within the same domicile, his/her grandchildren fourteen (14) years of age or younger, and any other person fourteen (14) years of age or younger living within the same domicile whose legal guardian is the said head-of-household or spouse. The head-of-household, in whose name the permits is issued, MUST be present while members of the household are harvesting shellfish or marine worms.”*

Chief Nikas stated that this follows with standard permits but allows persons over 70 to not pay a fee. Mr. Craft believes that this will allow a younger generation to get into the hobby of shell fishing. Ms. Alexson doesn’t agree that this permit should include “his/her grandchildren fourteen (14) years of age or younger” and that only the spouse of head-of-household should strictly be included. Mr. Whitmore agrees with Ms. Alexson. Mr. Whitmore is confused over the language of “permit without fee” when in the regulation states that there is a bi-annual \$10.00 fee. Ms. Alexson suggests the Board to hold off on this section until the SAB has a chance to review the limits in September since the doubling of the limit for commercial permits will be reviewed at that time.

*Vote: Ms. Alexson moved, and it was seconded to not support this change in the regulation at this time and to send back to the Shellfish Sub-Committee for review. The motion carried unanimously.*

*Ms. Alexson moved and it was seconded to close the Public Hearing. The motion carried unanimously.*

### **Discussion and Action of Appointment of Interim Town Manager**

It is the responsibility of the BOS to determine the process and timing of appointing an Interim TM. Currently there are three ways of approaching it this decision: Opportunity to recognize a distinguished volunteer citizen activity, bring someone in from the outside based upon background experience or look to current employee base for purpose morale and talent. There are multiple candidates in each of these categories. Ms. Alexson stated that she received a phone call from Brad Hill who suggested that the BOS look at one of the Town’s current employees. Mr. Craft stated that Sarah Johnson, Finance Director, would be a great candidate as she is familiar with the Town and the systems and he noted that department heads make great interim Town Managers. Mr. Mootafian believes during the timing with budget season it could be tough to take Ms. Johnson away at this time and suggests Jim Engel be the interim TM as he would bring the expertise and knows how Town Hall works and his affiliation with other boards. Mr. Whitmore stated he would like to utilize some outside candidates and questioned how can we learn and benefit from the interim TM as a fresh set of eyes and external opinion could bring new ideas. The Board has spoken with Ms. Johnson and she would consider this position despite the budget season progressing. Mr. Rauscher stated that he believes Ms. Johnson would be a fine candidate and wants to hit the ground running with some internal and experienced candidates and would prefer to execute a decision sooner rather than later. Mr. Craft stated that has worked with Mr. Engel for decades and has noted that Mr. Engel has plenty of experience throughout various committees.

Craig Saline, 13 Plumb Sound Road, stated that Jim Engel should be paid for the position and not just as a volunteer and questioned where the Board was in their search for permanent TM position. Mr. Whitmore and Ms. Alexson are on the Screening Committee and are currently screening applicants. It was noted that the cut off for applications will be January 22, 2018. Meetings with Screening Committee will begin the end of the month and finalists will be brought to the committee. Mr. Saline inquired how long will it would take for the position to be filled and in response, it was noted that it would take approximately ten weeks. Mr. Saline does not think that ten weeks is long enough and recommends a four-month search. Mr. Saline then inquired if interim TM be considered for the permanent TM. It was noted that this position would be a day-to-day responsibility of managing the 25 million dollar budget.

Concerning the Operational Audit, the Board is advised to utilize a SWOT analysis for the Town and all the departments.

*Vote: Mr. Mootafian moved, and it was seconded to nominate Jim Engel. The motion failed due to the lack of a majority vote.*

Under discussion, Mr. Rauscher wants an outline of a timeline for implementation to set expectations for both the BOS and Mr. Engel and noted that Mr. Engel and Ms. Johnson could work well together. Ms. Alexson stated that the next meeting is January 22, 2018 and would like to hear from Ms. Johnson to determine if she could handle the temporary employment. Mr. Craft has set aside time for this in the upcoming BOS meeting. Mr. Whitmore stated that he has worked with Mr. Engel but he thinks the Town should be looking more for candidates.

Phil Goguen, Kingfisher Road, stated that he does not think forcing a decision tonight is a good idea as it was not on agenda and noted that it is an opportune time to make a change the way government is run. Mr. Goguen stated that Ms. Johnson is a “cracker jack” and he recommends to make her the controller and train her over the next two years and she has a good handle on the finances and putting the needs before the wants.

*Mr. Whitmore moved, and it was seconded to make Sarah Johnson the Interim TM.*

Under discussion, Mr. Rauscher is not in favor of rushing a decision. Ms. Alexson wants to ask Ms. Johnson if she can accomplish the duties with both positions. It was noted that Ms. Johnson has been working for the Town since May, 2016. Mr. Rauscher then asked would the “motion-er” and seconder allow Ms. Johnson to be a viable candidate for full time position after being the interim. Mr. Craft would think it is not appropriate to allow this. Mr. Whitmore explained how Ms. Johnson is on the Screening Committee to which she would have to remove herself if she wants full time position.

Michael Schaaf, Finance Committee, stated that Ms. Johnson is a great CFO and also presented quality financial information to the Finance Committee. He explained that the Town is entering budget season and it is going to be busy managing a tight budget with looming projects and advises the Board to be careful by removing Sarah from her role.

Under discussion, Ms. Crosbie stated that Ms. Johnson does not want the full time position and will help with interim position. Ms. Alexson wants to hold the vote until after Ms. Johnson comes before that Board and has withdrawn her seconding from the previous vote. Ms. Johnson to be invited in for more formal interview and then a decision will be made.

*Vote: Ms. Alexson moved, and it was seconded to set aside the vote for further discussion and invite Ms. Johnson in for a formal interview in regards to the interim TM position. The motion carried unanimously.*

## Great March Coastal Adaptation Comments

Kristen Grubbs, Ipswich River Watershed Association, and Alicia Geilen representing the Ipswich Resiliency Task Force were present to discuss the Great Marsh Coastal Plan and the impacts of climate change, flooding, coastal storms and how they affect Ipswich. The project began back in 2013 with a federal government allocated funding for Resilience Planning. The Great Marsh is an ecosystem containing 20,000 acres (largest barrier beach in New England). The coastal benefits include a critical coastal protection plan with a focus to develop adaptation strategies to address climate impacts so the critical human systems and the face of climate-driven threats can be solved. Ms. Grubbs and Ms. Geilen have worked with the six neighboring communities that are involved in the Great Marsh Coastal Plan, including Salisbury, Newburyport, Rowley, Ipswich and Essex to develop municipal task forces and stated to have had public meetings and symposiums and have partnered with the Gulf of Maine Council for further outreach. Task Forces were formed to assess vulnerable community assets and concerns, community climate vulnerability, review all adaptation strategies, identify community asset-specific strategies, and hold regional adaptation workshops. Adaptation strategies are actions taken to build resilience and to adjust to climate impacts on society and the environment. Nature-based strategies can complement engineering solutions to benefit our communities. Recommendations for resiliency are coming up with regional strategies and working with regional and state partners for Town specific strategies. Ms. Geilen stated that the Town's vulnerable areas have been identified for adaptation planning, those areas include Jeffrey's Neck Road, downtown Ipswich, Pavilion Beach, Crane Beach, Town Wharf & sewage pumping station and Brown's Well. Vulnerabilities include river bank and tidal flooding plus increased stormwater issues. The Town received a \$63,000 CZM Resiliency Grant for the study of riverbank erosions and future climate changes. After the vulnerability assessment is complete, the Adaptation Plan summarizes the conclusions for each asset. Long-term solutions include looking into a river bypass through Veterans Green and Elm Street to accommodate a 100 year flood plan and incorporate climate projections into infrastructure planning.

Recommendations include establishing and maintaining a permanent municipal resiliency task force or committee, or develop an equivalent strategy to provide leadership for moving the plan forward to action. Next steps include to apply for the State's Municipal Vulnerability Preparedness Program. Ms. Geilen stated that if the Town decides to join the "Community Rating System" through FEMA, citizens who join this program can participate in actions to better this issue and gain points (the more active you are the more points you receive) and those citizens who have flood insurance through the National Flood Insurance Program could get a 5% - 45% discount on their premiums.

Mr. Rauscher inquired if any other town has created a task force and in response, Ms. Grubbs stated that yes, Newburyport has a standing resiliency committee and that it is made up of a Sustainability Coordinator as well as citizens and it was noted that the Town of Essex has a small task force. Mr. Craft inquired if residents wanted to pursue the Community Rating System, then who would be the most appropriate Town department to lead in this effort and in response, Ms. Geilen stated that speaking with the Community Development Department is the best way to get involved.

Ms. Crosbie stated that she has been in discussion with the Government Study Committee about these issues and with the increasing climate issues that have been emerging in the last 5 years, it was agreed that within the next few years, hire and designate a staff person to be the coordinator for these arising issues. Carolyn Britt stated that there have been many meetings concerning these issues and fully agrees with the TM's suggestion of hiring for such a position.

Mr. Whitmore inquired if the group had a prioritized issues list and what the costs be, and in response Ms. Grubbs stated that this is currently not a formal prioritization Town specific list. If a task force is called together, there would be a few concerns including erosion of riverbanks and sewer infrastructure that would make the top of the priority list. As of today, the costs have not been established but has been consulting with experienced contractors regarding price.

Mr. John Hubbard, Cape Ann Emergency Management Team Chairperson stated they are in cooperation with Ms. Geilen by working on a Hazard Mitigation Plan with the possibility of getting funding from FEMA for approximately 75% of the cost. It was also noted that the Town of Essex received a CZM grant to continue to

work on a similar study. Natural Wildlife Federations to bring information to the Ipswich BOS in a Public Forum on April 11, 2018 in Meeting Room A of Town Hall.

### **Essex Pastures Chapter 40B Application Comments**

Ethan Parsons, Senior Planner, Planning & Development Department, was present to review the updated letter that the BOS had received from Limited Partnerships on December 19, 2017 concerning 36 Essex Road. Managing Partner, John Bruni outlined changes that were made to the project eligibility application which is currently before the Massachusetts Housing Partnership (MAHP). Mr. Parsons reached out to the MAHP to discuss expectations for this opportunity and to get updates. Mr. Parsons prepared a draft letter with modifications for the Board's consideration but has concerns with the proposed affordability, scale and impact on abutters for the proposed project.

As outlined in the May 1, 2017 letter, the affordability of the household is at 50% Area Median Income (AMI) to allow applicant only 20% of the units as more affordable rather than 25% which would make affordability levels meaningful to the Town. Changes that were made to the December 19<sup>th</sup> letter do not address what the BOS outlined in the May 1<sup>st</sup> letter. The minor adjustments to the architecture make no significant difference to the apparent height and mass of the building. There has been a slight setback to accommodate additional landscape buffering. Mr. Parsons stated that the proponent took some land from the adjacent property to make the proposed 40B development site larger and justifies that this action was to reduce the density of the project.

Senator Tarr's recommendations (from the April 2017 meeting) do not reflect in this letter's changes. Mr. Parsons proposed to get the critical data for mitigating potential impacts of the project, because without this information, the Town cannot get a clear upstanding if this project is feasible for the Town. Mr. Parsons recommends restructure of the December 19 letter. Mr. Mootafian, Ms. Crosbie, Mr. Whitmore and Mr. Craft believe that the last sentence should be more direct and read "in closing, the minimal revisions to the project's eligibility application site plan fall way short of addressing the issues we identified in our initial comment letter, and which we have reiterated here. As much as the proponent has failed to address the concerns as expressed in the May 1 letter, we ask you to reject the application".

Keri MacRae, 31 Heartbreak Road, abutter to the property, is happy with the tone of the letter and stated that MAHP does deny projects but they often don't negotiate unless it has strong support from the Town. Ms. MacRae also stated that the Subsidized Housing Inventory List is at 8.9%, which is the highest in the local community and believes the Town needs to quantify and make sure SHI list is accurate. Ms. MacRae recommends investigating using local initiative programs, local action units and not let affordable units not be counted in the SHI. Mr. Craft stated that there are affordable housing units that should be added to this list and Mr. Parsons added that they are working on a few units to add to the SHI.

Ms. Alexson inquired when development pays into the Affordable Housing Trust Fund rather than the building affordable units, how many units could we lose and why does the money still go towards the fund and in response Mr. Parsons stated that in some instances, payments are optional. The Zoning Bylaw permits certain projects/developers to elect to make payments or provide affordable units. The Town would not lose any money and that the Town could only gain that money because those certain developers/projects weren't required to provide an affordable unit and the Planning Department doesn't have authority to demand projects to have affordable units. Mr. Gibbs, Planning Department, also added that relative to affordability requirements, the only instance where the Planning Department would require affordable units, are for inclusionary housing and requires 10% so if someone does a project is less than ten units, the Planning Department allows them to make a payment otherwise they will be providing more than 10% and once it hits 10 units they are required to provide an affordable unit.

Mr. Rauscher offered his help to Mr. Parsons with the wording of this letter that will be sent to the MAHP.

*Vote: Mr. Whitmore moved, and it was seconded to accept the letter as edited in the January 16, 2018 meeting. The motion carried unanimously.*

## **Community Development Plan and Process**

Ethan Parsons and Glenn Gibbs, Planning Department were present to describe a brief overview, structure and aspirations of the Development Plan. Currently, the Planning Department is trying to build a comprehensive plan for update. Community Development and process is described as the following: develop a plan and guidance for certain areas for the Town (i.e., housing, land use, transportation and it was noted that the 2006 amendment was added to include a chapter on sustainability), seek to identify the community's vision and prioritize the list. The BOS needs to accept and implement the policy making and decision making that can affect government structure, infrastructure and climate. The town does not need to start from scratch with this updated plan as the 2003 plan is still applicable but needs some updates and the current plan has profiles, existing conditions and surveys that Mr. Parsons would like to finish updating those profiles. The planning staff and assistants have been updating these profiles over the past summer but are lacking resources and time to take on such a larger project at this time and is possibly looking for outside consultants for a new set of eyes.

One of the goals is to look for a total capital cost raise of \$75,000 for the update project. Ms. Crosbie stated that the Town allocated \$30,000 in the FY19 budget. Phase one is funded by the initial \$30,000 and this part of the plan needs to have community involvement and participation for molding the vision. Phase two would focus on writing goals, policies and action steps such as significant community engagement parts. In 2000, the Planning Department and Glen's team formed a "steering" committee to assist in implementation. It would be wise and advantageous to have this committee again as weekly meetings frequently occur and it would assist the consultants. Jay Stanbury and Carolyn Britt stated that this also will include business community, neighborhood, developers, climate changing, students etc. and that the interest groups will form the Steering Committee.

It is with hopes, the Board would appoint a member from the BOS and the Finance Committee to the Steering Committee to assist in this process at tonight or the next meeting. Ideally, a committee would like to be set up to start this spring and have a consultant on board by the end of the summer. Phase one would be completed by late spring of 2019 and if Town meeting approves of Phase two, the Planning Board would mirror this plan and have approval by July 2020.

Mr. Craft inquired about Phase one as members of the community will come together to get a sense of the aspirations of the community over the next one to three years, and this would include all facets of the Town, utilize social media and other departments of the Town (in the executive summary of what the goals are and how they transition to implementation). Ms. Crosbie stated that typically, this is an 18 month process and noted that Lexington has utilized a phased approach and stated the phase approach goal is to build awareness of the plan and must implement plans but prior to that, discussions about the aspirations of the plan must take place.

*Vote: Mr. Whitmore moved and it was seconded to endorse the development of the Steering Committee to help shape, develop and update community development Plan as requested by the Planning Board. The motion carried unanimously.*

*Vote: Mr. Whitmore moved and it was seconded to endorse allocation of funds within the Capital Plan dedicated to update community development plan. The motion carried unanimously.*

Mr. Whitmore and Mr. Rauscher volunteered to be the BOS members to support Steering Committee.

## **Train Station Parking Update**

Ed Dick, EDAG Member, and Glenn Gibbs, Planning Director were present to discuss concepts involved as potential collaboration with EBSCO for workforce expansion in the Town and maintain and expand business within the Town. After discussion with other Town officials, legal counsel, EBSCO senior management and Massachusetts Secretary of Housing and Economic Development, Jay Ash to discuss concepts of expansion of EBSCO. EBSCO is expanding by 350 employees and has an undisputed legal right to the public commuter parking lot through a legal easement that was granted when they first acquired the property. The Commonwealth



has an interest to provide significant financial assistance to accomplish EBSCO's expansion particularly in Ipswich and it is noted that EBSCO would release the rights to the use of the public commuter rail lot. The Town can and will maintain control over the shape of the initiative moving forward and Town legal counsel has advised that it will ultimately require approval of Town Meeting. Mr. Dick is requesting the Board for an open mind going into this concept with a focus on potential benefits to the Town (i.e. keeping 350 jobs in Town, solving a long term commuter rail parking problem and creating some housing workforce at the site at the train, etc.).

Ms. Alexson stated that the Town is beginning to evaluate parking areas and requests overall comprehensive plan that includes all parking areas and also if the Town were to develop any plans, that Hammatt Street lot be a priority and explains that there isn't adequate space in the commuter tail lot for such development. Mr. Gibbs stated that they are evaluating the need for commuter spaces and if it was determined that more spaces are needed, then they will include that in the plans. Mr. Gibbs also stated that approximately 30% of the occupied spaces in the lot are out-of-towners who use the free parking. Mr. Gibbs also stated that this is of little interest because the Town does not own the whole lot and EBSCO doesn't have any interest. Mr. Mootafian inquired about the percentage of contribution from the state and in response, Mr. Dick stated that they don't have that information at this point and won't have that number until there is a fully vetted concept. Mr. Whitmore inquired about a development timeline and in response, Mr. Dick stated that ideally if the EDAG can work quickly enough they can project a design concept by fall 2018. Mr. Dick stated that the zoning in place would have to come before the Board in a fall or spring meeting. Through design, EDAG has been able to reduce the workspace to accommodate EBSCO's facility.

Mr. Rauscher inquired if there are other location options for a parking facility, if not would EBSCO entertain another location regardless of who owns it and in response, Mr. Gibbs stated that EBSCO is involved in two other parcels that they own and there are no other locations that are jointly owned by the Town and EBSCO. Mr. Rauscher then asked if EBSCO rejected the Hammatt Street project and Mr. Gibbs responded to that yes, EBSCO rejected Hammatt Street. Mr. Rauscher inquired about the outline of the cost and Mr. Dick stated that there isn't an outline established as of yet and Mr. Gibbs added that this project is not projected to use Town funds. Mr. Rauscher recommends to continue to discuss with EBSCO to find every way possible to be supportive as EBSCO has continually supported the Town and suggests to speak with Mr. Ash. Mr. Craft suggested that Mr. Dick and Mr. Gibbs think about what the Town thinks about its future and what does the Town think of the people who would be coming into town, zoning changes and what the structure might look like. Mr. Craft stated that overall, there is a potential of major growth at EBSCO and there is also potential of creating more downtown traffic and pedestrian economy, and ways to solve parking issues.

Kathleen Spinale stated that community development plans to protect the community character and by adding a multi-story building downtown, there are neighborhoods very close to this potential development and that could cause congestion in parking. Ms. Spinale requests the Board, as a part of this plan before the Town starts making zoning changes, for residents of the Estes Street neighborhood, consider significant setback on such building, limited lighting, sound barriers, reworking on entrance and egress at Depot Square and consider a change to the IR bylaw requiring two parking spaces and consider resident only parking for Etsy Street and surrounding neighborhoods, particularly within a half-mile of Depot Square. Ms. Spinale inquired how many stories of parking would be needed to give current spaces plus what is needed and in response, Mr. Craft stated that it is too early to tell and concept has not been designed yet.

Rich Kallman, 9 Ocean Drive, believes the Board and community need to be forward thinking in regards to national trends that are reoccurring that will affect Ipswich. Mr. Kallman recognized that the state needs housing and 350 jobs is great for the economy but stated that in the next five to ten years, automobile usage will drop dramatically. Mr. Kallman recommends the Board get updated on automobile trends.

Overall, Mr. Dick recommends the Board consider with an open mind as they bring more information to the Board as the project evolves, focusing on potential benefits to the community and recognize EBSCO's gracious cooperation by allowing the Town to allow MBTA parking on their own lot.

Tom Wheeler, EBSCO, discussed in regards to fitting an extra 350 employees into an existing footprint, when the property was bought in 1995 and developed in 1996, there was a different concept than ones today. Today there is an “open space” layout that has been done on 15-25% of campus. This made EBSCO realize that there was potential opportunity to do a multi-use development as EBSCO continues to grow. If EBSCO isn’t able to address the parking situation in Ipswich then they will look into growing elsewhere.

### **Approval of Minutes**

January 2, 2018 – Recording Secretary to make edits.

*Vote: Mr. Mootafian moved and it was seconded to approve the minutes. The motion carried unanimously.*

### **Consent Agenda**

#### **One Day Liquor License Application(s)**

- Wine and Malt – Monarch and Rose Foods – Event: Wine Class at Cellar Door, 1 North Main Street, January 17, 2018
- Winter Parking Permit Application(s)
  - Peter LaFarge – 28 Lafayette Road
  - Saif Aldeen Ahmed – 68 High Street, Apt B

*Vote: Mr. Mootafian moved and it was seconded to approve items contained in Consent Agenda. The motion carried unanimously.*

### **Town Manager’s Report**

In Ms. Crosbie’s absence, Mr. Craft read over the Town Manager’s Report:

TM is currently working to complete the budget for the presentation on Monday. Deficit problems still remain in regards to solid waste.

The new Veterans Affairs officer has added her counseling to the Veterans Affairs benefits package and there is slight flexibility with the budget.

### **New Business:**

Mr. Rauscher inquired who would be taking the minutes from tonight’s meeting in the Recording Secretary’s absence. Mr. Craft stated that minutes will be provided by the ICAM video.

Mr. Rauscher stated that there are updates with the ELD Committee concerning the budget of framework overview and states that the ELD is recommending budget moved to the ELD that may impact municipal budget (i.e. staff changes, specifically more IT at ELD).

Mr. Rauscher stated that he hopes the BOS could schedule a discussion on street lights and believes the Town could save money and energy if not every street light is in use.

Mr. Rauscher stated that the BOS’s goals need to be executed and hopes to take time in January’s agenda to look at goals and make sure all goals are scheduled for follow up.

**Old Business:**

Mr. Craft gave thoughts in regard to future dog hearings and this is to be discussed in future meetings.

**Miscellaneous and Correspondence**

Ms. Alexson received her real-estate tax bill and stated that the assessment on her house went up almost \$25,000 and stated to not have done any work on the house. This assessment increased her property tax bill by \$400.00 for quarters three and four and inquired if that increase was based on the assessment that was budgeted for FY18 or if it was surplus money. Mr. Rauscher recommends to follow up with assessors.

*Mr. Whitmore moved, and it was seconded to adjourn at 11:15 pm. The motion carried unanimously.*

*Respectfully submitted by*

Alexys Parsons  
01.29.18