

TOWN OF IPSWICH  
Board of Selectmen  
Minutes of April 2, 2018  
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 (BOS) was held on Monday, April 2, 2018 in Selectmen's Meeting Room A.

With a quorum present, Mr. Craft called the meeting to order at 7:03 pm.

Selectmen present: William Craft, Chair; Nishan Mootafian, Vice Chair; Ed Rauscher; Linda Alexson; William D. Whitmore  
Also present: Jim Engel, Temporary Town Manager; Alyson von der Esch, Recording Secretary

**Welcome/Announcements – W. Craft**

- a. Arbor Day – April 27, 2018. Mr. Craft read announcement regarding importance of trees and asked for permission to officially recognize Arbor Day in Ipswich. Motion to officially designate April 27<sup>th</sup> as Arbor Day in Ipswich. Seconded by Mr. Mootafian.  
→Vote: *The motion passed unanimously 5-0.*
- b. Ms. Alexson mentioned that the Shellfish sub-committee meeting tomorrow night in meeting room A.

**Citizen Queries – W. Craft**

Ken Purington, 149 Linebrook Road- Wondering about status of bike lane on Linebrook Road. Mr. Craft deferred to the Town Manager. Mr. Engel explained that a green stripe was laid down, but at some point, the road will be restriped and the bike lane will be widened. Additional meetings needed to decide when this will take place.

**Board and Committee Appointments**

- a. Susan Hill Dolan – APDC – New Appointment - Alternate
  - Ms. Alexson moved to appoint Susan Hill Dolan to Architectural Preservation Committee. Seconded by Mr. Mootafian.  
→Vote: *The motion passed unanimously 5-0*
- b. Kathryn Leva – Shade Tree and Beatification Committee – New Appointment
  - Motion to approve by Mr. Mootafian, seconded by Ms. Alexson.  
→Vote: *The motion passed unanimously 5-0*

**Presentation of Kiosks at Visitor Center from Essex Heritage – G. Gibbs**

Presentation by Glenn Gibbs (Director of Planning and Development for the Town) and staff from Essex National Heritage Association: Annie Harris (CEO), Heather Goss (running project), Brian Peirce (Design Consultant).

- Four-panel kiosks to be placed throughout the byway as a part of the Scenic Byway Project, one will be in Ipswich
- Panels include an “iconic image” of Ipswich, a general map of the entire system, a collective map that has views from the communities involved, and a collection of areas to be highlighted. Nine top areas of interest to be highlighted: Crane Beach, Historic Houses, Stone Arch Bridges, Downtown Riverwalk, Old North Burial Ground, Appleton Farm, Castle Hill, and Downtown
- Design is made to be accessible and durable, and designed to match the area with a granite base
- Kiosks will be made as sturdy as possible to protect against weather and vandalism. Ms. Harris explained that hopefully the town would be able to take care of minor maintenance but if something significant needed to be repaired hopefully the Essex Heritage Association would be able to maintain. A replacement panel is \$200.
- Important to find a spot that is visible from byway and that allows for people to view all four sides
- Kiosks will be installed before the end of the calendar year, hopefully October or November
- Location: as close to visitor's center as possible

- Mr. Rauscher moved and it was seconded that the BOS accept the kiosks at roughly the suggested location but asked for more specific details on location before the BOS makes a final decision.  
→Vote: *The motion passed unanimously 5-0.*

#### **Approval of Seasonal Alcohol Beverage Licenses – W. Craft**

- Ipswich Bay Yacht Club, 124 North Ridge Road
  - The Trustees of Reservations, Castle, 290 Argilla Road
- Motion for approval by Mr. Mootafian, seconded by Ms. Alexson  
→Vote: *Passed unanimously 5-0*

#### **Sign Warrant & Vote on Recommendation of Articles for ATM 2018 – W. Craft**

Updated warrant. Planning Board zoning articles 16 and 17 are now in final form and representatives from the Planning Board here to discuss.

Select Board took articles out of order for discussion.

#### **Article Sixteen – Revisions to Central & General Business Districts Zoning**

- Intent of article is to stimulate business downtown
- Members of the Planning Board, Heidi Paek and Ethan Parsons (Senior Planner) discuss
- Planning Board made revision to reflect decision to drop the proposal for 15% flexibility on height
- Planning Board will be asking for flexibility with:
  - Allowing for off-site parking for residents via special permit
  - Density
  - Changes to stories allowed up to 45 ft.
- Ms. Alexson stated that she is not in support of the article due to concerns about density and height downtown. Ms. Paek replied that the current maximum height is 45 feet and will not change, maximum stories in the Central Business District is four and that will not change. The only thing that will change is to allow up to four stories in the General Business District so that it is the same as the Central Business District. Ms. Alexson also stated concerns about guarantee for satellite parking permits in the future.
- Mr. Rauscher raised concerns about satellite parking and what would happen if residents parked downtown as opposed to satellite parking. Mr. Parsons responded that first it would be best to have on-site parking, second best would be that owner has control of several parking spaces and if property is sold the parking spaces go with the property. Would be considered a restriction on a property. Specific parking requirements can be included in guidelines of lease. Currently the by-law does not allow for a conversation. Asking for a by-law that allows the Planning Board to at least consider this on a case-by-case basis.
- Mr. Whitmore made a motion to support Article 16 revisions to zoning, but asked to be able to look over the summary and make suggestions if needed. Seconded by Mr. Rauscher.  
→Vote: *4 in favor 1 opposed. Ms. Alexson was opposed.*

#### **Article Seventeen – Open Space Zoning Revisions**

- Town Counsel advised a different way to describe the frontage of the two parcels. No changes other than that. Planning Board met and voted unanimously to approve.
- Mr. Rauscher moved for approval of Article 17, seconded by Mr. Whitmore.  
→Vote: *approved 5-0 in favor*

#### **Article One – Consent Calendar**

- One addition under 5, item J has been added. Electric Vehicle Charging Fund.
- Add item K called “Health Reimbursement Fund” for \$98,000 added by Sarah Johnson.

#### **Article Five: New Elementary School Funding**

- Attorney George Hall was named as point person and he has approved the language as it stands.
- Difference is the addition of dollar amount: \$27,132,165

#### **Article Nine: Special Education Reserve Fund**

- Wording changes- was “Special Education Stabilization Fund”, changed so it is now called “Special Education Reserve Fund” by Mass General Law.

**Article Ten:** Annual Capital Plan

- Revisit later in the meeting.

**Article Twelve:** Town Farm Road Sanitary Sewer Extension

- Indication from petitioner that they will recommend indefinite postponement but no changes to warrant.

**Article Thirteen:** Public Safety Building Study

- Mr. Mootafian brought up that at Tri-Board meeting Janice Skelton suggested not assign a number to RFP so bids come in as low as possible. Mr. Mootafian wanted to know if the number could be removed, and once the lowest bid comes in the number can be added just before town meeting. Mr. Engel stated that the bid could come in lower than the actual cost of the project and if the number asked from the town is based off of a low bid, there will not be enough money.
- Discussion regarding phrasing of warrant. Add “and no more” to warrant so it will read “up to \$140,000 and no more”
- Ms. Alexson requested to use Free Cash instead of the Stabilization Fund but hinges on Capital Plan decisions. Mr. Engel suggested to return to this after Capital Plan discussion is over to see if there is Free Cash.
- Public Safety Committee meeting on April 10<sup>th</sup>, but Ms. Alexson can contact them to start process sooner to get numbers

**Article Eighteen:** Citizens Petition

- Some emails about changes but no changes yet

**Articles Nineteen through Twenty-Two**

- Citizen Petition Article by Phil Goguen asking to bypass discussion at town meeting and bring articles directly to ballot as non-binding ballot questions
- The board unanimously opposes Article Twenty- Forensic Audit. Mr. Goguen asked for it to be called an “accounting audit” instead but the board still does not see the relevance.
- Mr. Rauscher does not believe any of these items should be on the ballot because he does not want to govern by proposition
- Mr. Craft suggested including Articles 19, 21, and 22 on the ballot as informational, non-binding ballot questions with the understanding that Mr. Goguen will indefinitely postpone and will avoid discussion at town meeting
- Mr. Whitmore moved for BOS to propose articles 19, 21, and 22 at the ballot as non-binding ballot questions. Ms. Alexson seconded.

*→Vote: 4 to 1 in favor of the following: through the town moderator, articles 19-22 will be set aside understanding that the essence of 19, 21, and 22, will appear on the ballot in language that is approved by George Hall, the town manager, and the town moderator. Mr. Rauscher opposes.*

**Article Ten:** Annual Capital Plan

- Email Migration to Cloud and IT security risk assessment
  - Desire for more information from tri-board meeting
  - Tried to capture purpose of proposal, what the costs are and the basis for the costs, scope of services
  - Should discuss email migration before taking position on security risk assessment because if email migration doesn’t pass will fail risk assessment
  - Report given on downfalls of current system as well as benefits of new cloud-based system
  - Mr. Engel encouraged the board to restore these cuts. Voted previously 2-3 against including these articles.
  - Mr. Rauscher asked for reconsideration to restore cuts based on newly provided information. Mr. Mootafian seconded.

*→Vote: motion to reconsider passes*

Move to restore Email Migration and the IT budget by Mr. Rauscher and seconded by Mr. Craft

*→Vote: passed 5-0*

- Proposed deputy chief command vehicle discussed last week
  - Mr. Engel met with Fire Chief and he indicated that the new vehicle could be a Ford Explorer, which would cost \$44,000 instead of original \$55,000.
  - The Fire Chief also indicated it would be possible to use a repurposed police car that is already in use. This car has 107,000 miles but needs about \$18,000 worth of work
  - Mr. Craft commented that since the town made the decision to move forward with the Deputy Chief position, he would be prepared to rethink the new command vehicle so that the Deputy Chief can be supported with the necessary tools needed to do the job most effectively.
  - Mr. Rauscher believes the town has too many vehicles
  - Mr. Whitmore asked for more information on vehicle plans
  - Mr. Craft asked for motion to reconsider, none
- Discussion regarding funding source for the Public Safety feasibility study article (stabilization fund vs. free cash). Mr. Rauscher expressed concerns over the timing of the study and also making sure there is enough funding. Simple majority vs 2/3 vote would make this vote more likely to pass.
- Mr. Mootafian moved to close the discussion on the Capital Plan and Mr. Rauscher seconded the motion.
- Ms. Alexson raised concerns about Pony Express improvements and that they should come out of original budget approved by town meeting.
  - Mr. Mootafian moved to reconsider the Pony Express improvements and seconded by Ms. Alexson.
  - Mr. Craft asked about how the new demolition money related to the original budget set aside for the project. \$227,000 was estimate to do certain tasks. Mr. Engel stated that as prices have come in for those tasks they have totaled more than expected. Should demolition be put under this same budget it would be even more over budget.
  - Mr. Gibbs stated that the extra money requested was always separate and was for the demolition of the building, and that trying to include this in the \$227,000 would cause problems.
  - Ms. Johnson explained that \$35,000 for the barn was unused and put back into the Capital Stabilization Fund This is repurposing that money.
  - Mr. Engel wanted to make the board aware of the cost of insurance on the barn. Insurance was just renewed but if the barn is demolished the town will receive a credit from the insurance company.
  - Discussion over whether or not the building was a part of the original proposed budget and whether or not extra money should be spent on demolition.
  - Current motion to reconsider
    - Vote: motion to reconsider fails so stick with original 4 to 1 vote*
- Ms. Alexson expressed opposition to downtown Riverwalk project; money could be spent better elsewhere.
- Ms. Johnson asked if the money for the Public Safety Building would be coming from Free Cash or the Stabilization Fund.

Following majority votes to reconsider previous votes on Articles 14 and 13, the Board voted to support Articles 14 and 13 as follows:

- Article 14: Mr. Mootafian moved to change \$100,000 to \$15,000. Seconded by Ms. Alexson.
  - Vote: 4-1 in favor, opposed by Mr. Whitmore*
- Article 13: Mr. Mootafian moved to transfer from Free Cash \$140,000 and no more. Seconded by Ms. Alexson.
  - Vote: 3-2 in favor, opposed by Mr. Whitmore and Mr. Rauscher*

### Consent Agenda

- a. Weekday Entertainment License Application from Ipswich YMCA
- b. One Day Liquor License Application(s)
  - Wine & Malt – Monarch and Rose Foods, Inc. for Charity Event – Talia Duff at 1 N. Main Street on Friday, April 27, 2018 License # MRF-04-2018
- c. Over 70 Shellfish Permit Application – Charles F. Claeys
  - Ms. Alexson clarified that this is a recreational permit.
- d. Total Street and Sidewalk Blocking Application – Ipswich Recreation & Culture and Ipswich Ale Brewery Cask & Clam event on Saturday May nineteenth on Union Street.

- Mr. Mootafian moved to approve the consent agenda, seconded by Mr. Whitmore  
→Vote: *The motion passed unanimously 5-0.*

**Temporary Town Manager Report – J. Engel**

- Over the past week, the Town Manager’s office has focused on putting the warrant in final order.
- Discussion on town meeting. Additional expenses associated with town meeting, total will likely be around \$17,000 or \$18,000.
- Accepted the offer of electronic check-in (Poll-Pad). Staff will be trained 2 hours ahead of time.
- Jen Breaker departing April 11<sup>th</sup>. Trying to address a number of new hirings and openings before she leaves. Ms. Breaker has agreed to return for a few days to help Mr. Marino get settled. Advertising for Ms. Breaker’s position could go out this week so that Mr. Marino has resumes available when he arrives.
- Mr. Engel’s scheduled last day will be April 20<sup>th</sup>, Mr. Marino starts on April 23<sup>rd</sup>. Mr. Rauscher proposed to have Mr. Engel stay a week or two longer to help Mr. Marino transition. Mr. Engel is willing to help transition but would like to discuss with Mr. Marino to see what he would prefer.

**New Business\* – W. Craft**

**Old Business – W. Craft**

**Miscellaneous and Correspondence – W. Craft**

- a. Approved Banner List- does not need approval but read aloud
- b. Employee Changes

**Adjournment** – Motion to adjourn by Mr. Whitmore, seconded by Ms. Alexson. The Selectmen unanimously adjourned at 10:11.

Respectfully Submitted By  
Alyson von der Esch  
4.3.18