

TOWN OF IPSWICH
SELECT BOARD
Meeting of May 21, 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 Select Board members, a meeting of the Select Board (“Board”) was held on Monday, May 21, 2018 in Meeting Room A.

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

Select Board members present: Willian Craft, Chair; Nishan Mootafian, Vice Chair; Linda Alexson; William D. Whitmore

Select Board Members not present: Ed Rauscher

Also present: Anthony Marino, Town Manager; Alyson von der Esch, Recording Secretary; Elizabeth Parsons, Glenn Gibbs, Director of Planning and Development; Ethan Parsons, Planning Department; Kasia Hart, MAPC; Jon Hubbard, Heidi Paek

1. Pledge of Allegiance

2. Welcome/Announcements – W. Craft

- Lord Square Traffic Speed Discussion will be moved to June 4th.
- Town of Rowley Letter of Appreciation to Town of Ipswich during March snow storm.
- Mr. Marino introduced Mary Gallivan, who has been hired for the Executive Administrative Assistant/HR Manager position and will begin on June 11th.
- Mr. Whitmore noted he went to an event to benefit Talia Duff and thanked Sarah and her family for work they did.
- Ms. Alexson attended grand opening of the visitor’s center at Wolf Hollow.

3. Citizen Queries – W. Craft

- Gary Champion, 3 Palomino Way, addressing town manager in regards to letter being sent to Massachusetts School Building Authority.
- Cynthia Curtis, Kimball Ave. expressing disappointment over new school and asking the board to consider what the citizens of the town want and what is best for the town.

4. Board and Committee Appointments – W. Craft

- Penelope Devoe – Waste Reduction Advisory Committee – Reappointment
- Andrea Lacroix – Waste Reduction Advisory Committee – Reappointment
- Paula Jones - Waste Reduction Advisory Committee – Reappointment
- Kathleen Gallanar – ZBA – Associate Member - Reappointment
- Robert Gambale – ZBA – Reappointment
- Jean A. Emerson – Trust Fund Commission - Reappointment
- Seth Ward - Trust Fund Commission - Reappointment
- Motion to approve committee reappointments made by Mr. Whitmore, seconded by Ms. Alexson.
→Vote: Motion passed unanimously, 4-0

5. PUBLIC HEARING – Pole Petition – W. Craft

- Petition from Verizon New England Inc. and Ipswich Municipal Light Department to request additional pole, Bill Wallace representing Verizon.
- Motion to close the hearing made by Mr. Whitmore seconded by Mr. Mootafian
→Vote: Motion passed unanimously, 4-0
- Architect from project asked to speak about final draft in regards to the approved utility easement language. Must be signed by BOS and notarized, and signed by owner.
- Motion to approve pole being placed between poles 6 and 7 on Central Street made by Mr. Mootafian and seconded by Ms. Alexson.

→Vote: Motion passed unanimously, 4-0

6. Echo Reservation Conservation Restriction – W. Craft

- Item removed from agenda and no future date established yet.

7. Downtown Public Parking – Planning, DPW, Police

- PowerPoint presentation was made by Glenn Gibbs, Director of Planning Development. Kasia Hart, employee of transportation department at Metropolitan Area Planning Council (MAPC). Reference documentation provided.
- Findings of report conducted by MAPC and info about parking downtown (Elm Street, Hammatt Street, and Commuter Rail Public Parking Lots, and On-Street Parking in Central Business)
 - Description of parking spaces
 - Assessment of efficiency of parking spaces
 - Recommendations for future action for parking as it relates to downtown
- Short Term Recommendations from MAPC
 - Clarify/enforce parking recommendations in Hammatt Street Lot
 - Repave and restripe Hammatt Street Lot
 - Engage local stakeholders to determine best use of lot
- Long Term Recommendations from MAPC
 - Clarify property interests in Hammatt Street Lot (understand property rights of owners and direct abutters)
 - Survey the Hammatt Street Lot (determine precise property line boundaries)
 - Parcel ownership consolidation (purchase)
 - Ensure public access
 - Explore creation of joint management agreement (multi-party contract)
 - Contract with subset of property owners (individual contracts)
- Overall Recommended Actions
 - Implement MAPC's recommendations for Hammatt Street parking lot, as presented
 - Modify time-restricted parking established for downtown spaces
 - Review and revise codified parking regulations
 - Restrict use of commuter lot to Ipswich residents
 - Develop/implement short-term and long-term strategy for improvement of Elm Street Parking Lot
 - Develop/ implement strategy for achieving consistent and comprehensive enforcement of downtown parking regulations
 - Appointment Downtown Parking Task Force
- Kathleen Spinale, 27 Pleasant Street, concerned this study is missing a lot of data and is worried that pushing non-residents out of the commuter lot will crowd parking spots for residents. Asking board to take comprehensive look within half mile of commuter rail.
- Mike Johnson, 6 Safford Street. Suggesting installation of electric car charging stations in the lots.
- Motion to establish Downtown Parking Task Force made by Mr. Whitmore and seconded by Ms. Alexson, along with the addition of 1 or 2 residents who live in this general area who don't use the commuter rail lot, as well as 1 or 2 residents who do use the commuter rail lot. Residential representation on task force.
- Mr. Craft requested for Mr. Marino to get this ready to finalize at the next board meeting.

→Vote: Motion passed unanimously, 4-0

8. Reorganization of Select Board – W. Craft

- Select Board Chair changes annually.
- Move to appoint Mr. Mootafian as Chairman for BOS made by Ms. Alexson, seconded by Mr. Whitmore.

→Vote: Motion passed unanimously, 4-0

- Ms. Alexson nominated Mr. Whitmore as vice chair, seconded by Mr. Craft.

→Vote: Motion passed unanimously, 4-0

9. Letter of Support for Trustees of Reservations Coastal Resilience Grant Program – W. Craft

- Grant application for project at Argilla Road for improvements for initial studies and engineering work. \$250,000

- Part two of a grant to support coastal restoration. \$70,000
- Claiming enthusiastic support for both projects in letter of support. Do not believe applying for both projects will hinder either. Both are important.
- Mr. Mootafian moved to support the letter of support for the Trustees of Reservations Coastal Resilience Grant Programs, seconded by Ms. Alexson.
→Vote: Motion passed unanimously, 4-0

10. Designate Community Development Steering Committee – E. Parsons

- Mr. Marino recommended to consider item out of order.
- Ethan Parsons, Planning Department, requesting to designate a steering committee for the Community Development Plan Effort.
- Charge of steering committee will be to work with public consultants who will be hired to create a vision and bring it to life.
- Committee to be represented by various interest groups.
- Thursday, May 24, will be the first meeting at 5:30 PM in room B1 in Town Hall.
- Submitted draft of a big picture timeline of how proposing to tackle process. Project may have 2 phases: visioning and plan writing. Approximately 2 years.
- Motion made by Mr. Whitmore to support the creation of a Community Development Steering Committee that will help shape the revision of the Community Development Plan, seconded by Mr. Mootafian. The board would like to be kept up to date on the process.
- Mr. Parsons proposed that the Select Board designates committee and makes appointments with the collaboration of the Town Manager.
- Mr. Whitmore modified motion so that appointments are made on behalf of the Town Manager. Mr. Mootafian seconded the amended motion. Motion to confirm the development of a Steering Committee for purposes of updating the Community Development Plan and appointments to be confirmed by town manager.
- →Vote: Motion passed unanimously, 4-0

11. Discuss Creation of Climate Control Committee– W. Craft

- Carolyn Britt, 1 Shagbark Woods, Wayne Castonguay, 47 Clark Rd.
- Asking to finalize appointment of committee members and make appointment within next 2 months
- Discussing future plans for:
 - Great Marsh Coastal Adaptation Plans
 - Climate action plan
 - Climate action plan update
 - Town’s Greenhouse Gas Inventory
- Ready to move on with implementation. Letter submitted to Select Board requesting the Board to appoint Climate Action Resiliency Committee with full time position of Sustainability Manager. Support letters from Finance Committee, Planning Board, Conservation Commission and Waste Reduction Committee.
- Asking to appoint committee within the next two months.
- Mr. Craft would like to see a more detailed outline of how this will look. More input from Town Manger before Select Board makes decisions.
- Mr. Craft proposing to meet again in July to discuss this again with more detail.
- Mr. Whitmore moved that Select Board and active citizens work with the Town Manager to establish a Climate Action Resiliency Committee and update will be provided by Town Manager to BOS by fall of 2018, seconded by Mr. Mootafian.
- Charlotte Kahn, 39 Spring Street noting that this group is the result of many groups coordinating.
- David Benedix, East Street, Chair of Waste Reduction Advisory Committee commenting that this committee will help everyone come together toward a common goal. Here to endorse initiative.
- Heidi Paek, 2 Fifth Street, emphasizing urgency for action. There are a lot of plans, and job descriptions have been drafted. Need point person and coordination.
- Mr. Whitmore modified motion to meet no later than September, 2018, seconded by Mr. Mootafian.
→Vote: Motion passed unanimously, 4-0

12. N.E. Patient Network Request for Letter of Non-Opposition from Select Board – W. Craft

- Mr. Marino met with this group last week, they are looking to purchase 31 Turnpike Road property. Parcel already has an approval under Ipswich Pharmaceutical Associates, which has chosen not to locate there. Property is under agreement, has to go through Planning Board Process. Community Benefit Agreement will be included. Language would restrict recreational marijuana, only for medical.
- Sira Grant, attorney at Smith, Costello, and Crawford, representing N.E. Patient. Julius Sokol, President and CEO of Nick Spagnola, Chief Operating Officer and director of Community Relations
- NEPIN seeking letter of non-opposition from Town of Ipswich to operate a Medical Marijuana Dispensary at 31 Turnpike Road. Investment will create jobs, generate local tax revenue.
- Property has received a letter of non-opposition and special permit while under lease of another company which has been abandoned. Mr. Sokol has since perused purchasing property and is looking to receive the same special permit as the past owners. Not looking to move to recreational permit in the future.
- NEPIN's Security Plan and Diversion Prevention Plan have been submitted, which have been approved by Department of Public Health.
- Make change so letter of non-opposition is for "Medical Marijuana Dispensary" instead of just "Marijuana Dispensary".
- Time sensitive as sale is contingent upon this.
- Ms. Alexson moved for the Board to sign a letter of non-opposition to NEPIN to operate a registered Medical Marijuana Dispensary in the town of Ipswich with the Community Benefit's Agreement to be negotiated later with the Select Board. Seconded by Mr. Mootafian.

→Vote: Motion passed unanimously, 4-0

13. Approval of Minutes – W. Craft

- Ms. Alexson moved to approve the minutes from May 7, 2018 with corrections made. Seconded by Mr. Mootafian.

→Vote: Motion passed unanimously, 4-0

14. Consent Agenda – W. Craft

- **One Day Liquor License Application(s)**
 - One Day Wine & Malt – Notch Brewing for July 8, 2018 at Crane Estate for a Mobile Biergarten
 - One Day Wine & Malt – Notch Brewing for July 13, 2018 at Appleton Farms for a Biergarten and Social Event
 - One Day Wine & Malt – Notch Brewing for July 14, 2018 at Appleton Farms for a Mobile Biergarten and Social Event
 - One Day Wine & Malt – Notch Brewing for August 19, 2018 at Crane Estate for a Mobile Biergarten and Social Event
 - One Day Wine & Malt – Ipswich Ale Brewery for July 5, 2018 at Crane Estate for Thursday Night Picnic Concert
 - One Day Wine & Malt – Ipswich Ale Brewery for July 12, 2018 at Crane Estate for Thursday Night Picnic Concert
 - One Day Wine & Malt – Ipswich Ale Brewery for July 19, 2018 at Crane Estate for Thursday Night Picnic Concert
 - One Day Wine & Malt – Ipswich Ale Brewery for July 26, 2018 at Crane Estate for Thursday Night Picnic Concert
 - One Day Wine & Malt – Ipswich Ale Brewery for August 2, 2018 at Crane Estate for Thursday Night Picnic Concert
 - One Day Wine & Malt – Ipswich Ale Brewery for August 9, 2018 at Crane Estate for Thursday Night Picnic Concert
 - One Day Wine & Malt – Ipswich Ale Brewery for August 16, 2018 at Crane Estate for Thursday Night Picnic Concert
 - One Day Wine & Malt – Ipswich Ale Brewery for August 23, 2019 at Crane Estate for Thursday Night Picnic Concert

- One Day Wine & Malt – Ipswich Ale Brewery for August 30, 2018 at Crane Estate for Thursday Night Picnic Concert
- One Day Wine & Malt – Ipswich Ale Brewery for July 6, 2018 at Appleton Farms for Friday Night Farm Dinners
- One Day Wine & Malt – Ipswich Ale Brewery for July 20, 2018 at Appleton Farms for Friday Night Farm Dinners
- One Day Wine & Malt – Ipswich Ale Brewery for July 27, 2018 at Appleton Farms for Friday Night Farm Dinners
- One Day Wine & Malt – Ipswich Ale Brewery for August 3, 2018 at Appleton Farms for Friday Night Farm Dinners
- One Day Wine & Malt – Ipswich Ale Brewery for August 10, 2018 at Appleton Farms for Friday Night Farm Dinners
- One Day Wine & Malt – Ipswich Ale Brewery for August 17, 2018 at Appleton Farms for Friday Night Farm Dinners
- One Day Wine & Malt – Ipswich Ale Brewery for August 24, 2018 at Appleton Farms for Friday Night Farm Dinners
- One Day Wine & Malt – Ipswich Ale Brewery for August 31, 2018 at Appleton Farms for Friday Night Farm Dinners
- One Day Wine & Malt – Ipswich Ale Brewery for September 7, 2018 at Appleton Farms for Friday Night Farm Dinners
- One Day Wine & Malt – Ipswich Ale Brewery for September 21, 2018 at Appleton Farms for Friday Night Farm Dinners
- One Day Wine & Malt – Ipswich Ale Brewery for September 28, 2018 at Appleton Farms for Friday Night Farm Dinners
- One Day Wine & Malt – Ipswich Ale Brewery for June 17, 2018 at Appleton Farms for Father’s Day Bluegrass Bash
- One Day Wine & Malt – Ipswich Ale Brewery for June 10, 2018 Ipswich Ale Brewery on 2 Brewery Place and portions of Brown Square for Annual “Good in the Hood” Block Party
- One Day Wine & Malt – Far from the Tree Cider for July 5, 2018 at Castle Hill for Summer Concert Series
- One Day Wine & Malt – Far from the Tree Cider for July 12, 2018 at Castle Hill for Summer Concert Series
- One Day Wine & Malt – Far from the Tree Cider for July 19, 2018 at Castle Hill for Summer Concert Series
- One Day Wine & Malt – Far from the Tree Cider for July 26, 2018 at Castle Hill for Summer Concert Series
- **Street and Sidewalk Blocking Application(s)**
 - Total Street Blocking Application from Ipswich Ale Brewery for Sunday, June 10, 2018 from 12:00 PM to 6:00 PM at Brewery Place and Brown Square for a Good in the Hood Block Party.
 - Partial Street Blocking Application from Ipswich Ale Brewery for Sunday, June 10, 2018 at Central, Market, Depot and Hammond Streets for a Good in the Hood Parade.
- **Banner Application**
 - Ipswich Ale Brewery applied to hang a banner from June 1 to June 10 to advertise the Good in the Hood Event.
- **One Day Sunday Entertainment License Application(s)**
 - Ipswich Ale Brewery applied to hang a banner from June 1 to June 10 to advertise the Good in the Hood Event.
- **One Day Sunday Entertainment License Application(s)**
 - Russell Orchards for Sunday, June 24, 2018
- Motion to approve consent agenda made by Mr. Mootafian and seconded by Ms. Alexson.
→Vote: Motion passed unanimously, 4-0

15. Town Manager Report – T. Marino

- Employee Appreciation Event: Thursday, June 14th from 4pm to 6pm at En Fuego

- Rating call with Standard & Poor's maintaining AAA rating. Impressed with financial situation and the Board's and Town's policy with regard to OPEB liability .
- Next meeting about the shellfish discussion regarding notifications requirements for closures. Police Chief will be there and will also discuss the Lord Square traffic and speed limit issues.
- Sending out job posting for Fire Chief. Hoping to have someone in place for September.
- Working with Assessors to fill two positions in their office.
- Plan to ask Vicki Halmen from Water Department for update on water levels, possible restrictions, and dam repair .
- Working with town clerk and the codification process with general code. Receiving numbering change recommendations consistent with town vote and making sure they are consistent with by-laws.
- New 40B filing with Zoning Board of Appeals for property at 36 Essex Rd. Proposing 194 units total and 49 will be affordable.

16. New Business – W. Craft

- Tri-Board meeting tomorrow night. Mr. Mootafian discussed agenda for meeting. Review of town meeting and next steps for school decisions. Submitting letter to MSBA.
- Letter from Chairman of the Board of Appeals in regards to 40B. 40B Technical Review Assistance Application requires signature of Mr. Craft.
- Motion by Mr. Whitmore to support ZBA in applying for technical review assistance, seconded by Mr. Mootafian.

17. Old Business – W. Craft

- Mr. Mootafian moved to appoint Mr. Whitmore to Paine Grant Committee, seconded by Ms. Alexson.
→*Vote: Motion passed unanimously, 4-0*
- Public Safety Facilities Committee meeting is May 22nd.
- Shellfish sub-committee is meeting June 7th.

18. Miscellaneous and Correspondence – W. Craft

Adjournment – Motion by to adjourn made by Ms. Alexson and seconded by Mr. Craft at 10:14.

→*Vote: Motion passed unanimously, 4-0*

Respectfully Submitted By
Alyson von der Esch
5.29.2018