

TOWN OF IPSWICH
SELECT BOARD
Meeting of September 17, 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, September 17, 2018, in Meeting Room A.

With a quorum present, Mr. Mootafian called the meeting to order at 7:02 PM.

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

Also present: Anthony Marino, Town Manager; Alyson von der Esch, Recording Secretary; Tom Murphy, Town Moderator; Heidi Paek, Chair of Planning Board; Ethan Parsons, Senior Planner; Glenn Gibbs, Planning Director; Vicki Halmen, Water and Wastewater Director

1. Pledge of Allegiance

2. Welcome/Announcements – N. Mootafian

- Ms. Alexson noted the shellfish subcommittee met last week. Cape Ann Cinema will be screening a new film called “Recipe for Disaster: Green Crabs in the Great Marsh”

4. Board and Committee Appointments – N. Mootafian

- Resignation – Eric L. Krathwohl – Cable Advisory Committee
 - Mr. Mootafian thanked Mr. Krathwohl for his service and noted that they will be looking for someone to volunteer for this committee
 - Motion to accept resignation made by Mr. Rauscher and seconded by Mr. Craft
- Vote: Motion passed unanimously, 5-0

5. Discuss Climate Resiliency Committee – N. Mootafian

- Draft memo sent to several people interested in being on committee. Committee is comprised of people with a wide range of expertise.
- Looking for one or two people to join with expertise in climate resiliency, perhaps from Ipswich Watershed.
- Committee will create a job description and scope of work for possible Sustainability Manager, and will make recommendations to select board to help prioritize sustainability work. Will also write and manage grants.
- Next step for committee: write job description, see about grant funding.
- Mike Johnson spoke: should this be one or two committees?
 - Energy reduction/greenhouse gas reduction
 - Climate adaptation resiliency
 - Select Board agreed to one committee
- Carolyn Britt, 1 Shagbark Woods, asked to hear from Mr. Parsons about what public process or committee the MVP Program needs
- Ethan Parsons, Planning Office. Requested quotes from six interested service providers. Working with Jon Hubbard and Alicia Geilen, approach will be to select provider and set up group of participants to attend a workshop on vulnerability assessment led by MVP Service Provider. Goal will be to make a plan to address vulnerabilities.

6. Public Green Naming Discussion – G. Gibbs

- Glenn Gibbs, Planning Director, looking for Select Board’s recommendation on what to name the green next to the Visitor Center. Name options are “Memorial Green”, “Center Green”, “Market Green”, and “Middle Green”.
 - Mr. Rauscher moved to name green to “Middle Green”, seconded by Mr. Craft.
- Vote: Motion passed unanimously, 5-0
- Discussion regarding plaque for tree donation from DPW
 - Tree has been planted and a memorial plaque is going to be added but there is no form for this.
 - Mr. Whitmore suggested the policy should go through Shade Tree Committee.
 - Mr. Mootafian suggested that Board broaden the definition of current bench policy. Public hearing would

be needed to discuss recommended changes.

- Mr. Whitmore moved to hold a public hearing to consider modification of the memorial plaque policy to include trees. Seconded by Ms. Alexson.

→Vote: Motion passed unanimously, 5-0

- Public hearing will be October 15th

7. PUBLIC HEARING – Winter Water Rate Hearing (1 of 2) – N. Mootafian

- Motion to open Public Hearing made by Mr. Craft, seconded by Ms. Alexson
- Seasonal Water Rate Adjustment presentation made by Vicki Halmen, Water and Wastewater Director.
 - Current Practice is to adjust rates twice a year.
 - Sub-committee continues to support seasonal rate structure
 - Standard Rate Structure generates 2.7MM, Seasonal Rate Structure also generates 2.7MM
 - Program success: average savings of 71 million gallons of water per year, and 26% drop in water use since late 1990's.
 - Challenges:
 - Ability to meet demand during drought
 - Limited authorized withdrawals in Ipswich and Parker Watersheds
 - Balancing 7 water sources in 2 watersheds
 - Managing sources with high manganese
 - No large stored reserves
 - Rate structure is critical tool to manage demand
 - Risks of Changing Structure
 - If customer use increases:
 - May exceed DEP authorized volumes
 - May not meet demand with current sources
 - Pump water high in Mn
 - DEP requires mitigation to offset increased demand
 - Parker Permit Renewal:
 - Current demand exempts Ipswich from some new requirements
 - Increased consumption will trigger DEP requirements and cost rate payers more
 - Subcommittee Recommendation: to amend Article VIII of the Water Division Regulations of the Town of Ipswich to change the water rates as follows:
 - Section 5: Normal User Changes- Winter Residential Rate from October 1, 2018 to April 30, 2019 from current 12.99/100 cu. ft. to winter rate of \$5.09/100 cu. ft.
 - Ways to save:
 - Use rain barrels
 - Replace old fixtures in homes
 - Home leak detection/repair
 - Full laundry/dishwasher loads
 - Take advantage of rebates
 - Visit www.ipswichma.gov for more information
- Mike Johnson wondered if water department has used goal setting to reduce water use each year to build buffer for DEP withdrawal limit. Suggested working with Ipswich Watershed Association to do outreach with town to lower water use to reach goal.
- Discussion regarding impact of new building projects.
 - Moving forward with supplying new building projects with water. Engaged with DEP.
 - Currently have capacity for increase of housing units but future demand will be higher than it is today, so will pursue additional water sources and expansion of water system.
 - Met with Planning Board and DCR (population planning).
 - Elevating dam limit two feet; a lot of permitting involved.
 - Ms. Alexson expressed concerns regarding new units and future droughts.
 - Ms. Halmen discussed putting restrictions on new units to lower water usage.
- Ms. Alexson suggested another challenge being that not all customers are encouraged strongly enough to

conserve, would like to add commercial customers to seasonal rate structure. Ms. Halmen said this has been discussed a few times in the past, most recently in August.

- Mr. Whitmore mentioned possibly raising base water rates or shifting seasonal water rates in April instead of in May. Mr. Rauscher agreed that the water rate should be raised so there is enough money to budget for big projects.
- Mr. Whitmore moved to close Public Hearing and seconded by Mr. Craft.
→Vote: Motion passed unanimously, 5-0
- Second part of Public Hearing will be October 1st.

8. Set, Sign & Recommend Articles for 2018 STM Warrant – N. Mootafian (7:27)

- Article 1
 - Increase of state aid \$35,790
 - Mr. Whitmore moved to support the approval of Article 1. Seconded by Mr. Craft.
→Vote: Motion passed unanimously, 5-0
- Article 2
 - Increase for schools \$45,439
 - Mr. Whitmore moved to support the approval of Article 2. Seconded by Mr. Craft.
→Vote: Motion passed unanimously, 5-0
- Article 3
 - Additional funds from FY 18 \$43,37 to be used in FY19
 - Ms. Alexson moved to recommend Article 3, seconded by Mr. Whitmore.
→Vote: Motion passed unanimously, 5-0
- Article 4
 - Enrollment Numbers at Essex Tech were lower than usual so won't use full amount budgeted for.
 - Ms. Alexson moved to recommend Article 4, seconded by Mr. Whitmore
→Vote: Motion passed unanimously, 5-0
- Article 5
 - Numbers came in lower than budgeted, need to reallocate funds.
 - Mr. Craft moved to recommend Article 5, seconded by Ms. Alexson.
→Vote: Motion passed unanimously, 5-0
- Article 6: Tessa Devoe, senior at Ipswich High School, 55 Pineswamp Rd. Asked for support at special town meeting and explained amendments to by-law. Discussed questions and concerns that have come up.
 - Discussion regarding who will make this motion since Ms. Devoe is not a registered voter.
 - Mr. Craft moved to recommend Article 6. Seconded by Mr. Whitmore
→Vote: Motion passed unanimously, 5-0
- Article 7
 - Looking to re-appropriate funds for capital plan. Leftover money budgeted for Whittier and Essex Tech will go toward SchoolDude software (\$25,000) and Facilities Needs Assessment (\$50,000). More thorough presentation to follow on October 9th.
 - Mr. Craft moved to recommend at town meeting, seconded by Ms. Alexson.
→Vote: Motion passed unanimously, 5-0
- Article 8
 - Two aspects of article presented by Ethan Parsons, Senior Planner and Heidi Paek, Planning Board.
 - First, looking to move the location of this part of the by-law. Currently it is a footnote in section 6 and will be moved to become its own section and its own regulation called "Dwelling Unit Density Bonus".
 - Second, is to change the square feet in by-law from 1500 to 750 in regard to subsequent residential unit size requirements for mixed-use buildings in the Central Business District.
 - Applicable when developer or owner wants to add subsequent residential units to allow greater density.
 - Goal to create more vibrancy downtown and use the empty space that is available. Hoping to get rid of under-utilized space, solve some housing issues.
 - Would be small, studio apartments which would be affordable to many due to small size.
 - Could be as many as 2 dozen new apartments, spread out of a rate of 5 per year.

- These are bonus units, so 20% must be deemed affordable housing. If they are not, developer must pay \$20,000.
 - Mr. Craft moved to recommend Article 8, seconded by Mr. Whitmore.
 - Discussion over whether this should be one article or two.
 - Mr. Mootafian asked what Planning Boards vote was. 4-1
 - Ms. Alexson expressed concern regarding requirements for affordable housing.
- Vote: Motion passed 4-1. Ms. Alexson opposed*
- Article 9
 - Regarding parking for mixed-use buildings in Central Business District. By-law allows for parking to be off-site for commercial use of buildings but not residential. Seeking flexibility for special-permit applications to allow designated off-site parking spaces to residents.
 - Ms. Alexson expressed concern regarding parking enforcement. Mr. Parsons explained ways this can be enforced.
 - Caroline Britt: has worked with two communities that had this kind of policy and in both places it worked well. Helps to create a different market.
 - Mr. Parsons also commented that while this is being created for apartment use, it could also be used for a developer who wants to create condominiums. Likelihood of people renting an apartment without a parking space in Ipswich is low.
 - Mr. Craft moved to support article 9, seconded by Mr. Whitmore.
- Vote: Motion passed 4-1, opposed by Ms. Alexson*
- Article 10
 - Regarding accessory units. Zoning Board has many regulations that must be met and a lot of redundancy in by-laws. Looking to edit and clean up language in order to eliminate redundancies.
 - Change to maximum of 900 sq. feet and eliminate the percentage in regard to size of house. Current requirement is that lot size must be at least 15,000 sq. ft. Suggested change to make it 10,000 sq. ft.
 - Eliminate a section as well as spell out a need for 12 ft. common wall or 500 sq. ft. of common ceiling or floor area.
 - Motion made by Ms. Alexson to support Article 10, seconded by Mr. Craft.
- Vote: Motion passed unanimously, 5-0*
- Article 11
 - Change in definition language for lot area. Put forward by Town Counsel subsequent to a change that happened last year. Clarify lot area as well as building permits
 - Move to support Article 11 by Mr. Whitmore, seconded by Ms. Alexson
- Vote: Motion passed unanimously, 5-0*
- Mr. Mootafian asked what Planning Board's votes were on articles proposed. Mr. Parsons answered that Article 8 vote was 4-1 and everything else was unanimous.
- Article 12
 - Government Study Committee. Update gender language change for Charter.
 - Motion to recommend Article 12 made by Mr. Craft seconded by Ms. Alexson
- Vote: Motion passed unanimously, 5-0*
- Article 13
 - Updating section 2 of Town Charter, which deals with long term issues and changes, as well as creates simple description of what the broad responsibilities of Select Board are/should be.
 - Important to state general Select Board responsibilities and accountabilities.
 - Important to make it clear who is going to oversee upcoming projects for the town.
 - Makes clear that Select Board is responsible for a balanced budget (not FinCom).
 - Driving accountability: Select Board is elected whereas FinCom is appointed.
 - Discussed concerns from FinCom
 - Discussion on wording for Article 13.
 - Motion to recommend Article 13 at Town Meeting made by Mr. Rauscher and seconded by Ms. Alexson
- Vote: Motion passed unanimously, 5-0*
- Article 14

- Administrative changes. Town no longer hires inspectors as contractors, remove wording and use section 19 for something else.
- Title for “Civil Defense Director” is now the director of Emergency Management so blending two titles since state requires the position of Civil Defense Director.
- Administrative charter changes for Article 34 to allow 2/3 vote at Town Meeting to be enough.
 - Waiting for clarification from Town Counsel on wording.
- Motion to recommend Article 14 at Town Meeting made by Mr. Craft, seconded by Mr. Whitmore

→Vote: Motion passed unanimously, 5-0

- Article 15

- Gift of land for conservation purposes
- Motion to recommend Article 15 made by Mr. Whitmore, seconded by Mr. Craft

→Vote: Motion passed unanimously, 5-0

- Article 16

- Stretch Energy Code will help Ipswich become a green community and lower carbon emissions
- Mr. Marino was involved in bringing this to two other towns and will discuss concerns regarding difficulties for developers at Town Meeting. Cost to developers is not that different.
- Heidi Paek, 2 Fifth Street. Discussed models that show cost savings and cash flow in year one after using Energy Stretch Code. Homes are healthier, more comfortable, and less likely to get mold. Town also risks not being able to get certain grants as this is becoming a requirement for grants.
- Marc Simon, builder in Ipswich and HERS Rater. Has done over 200 ratings and homeowner reaction has been uniformly positive. Home will be healthier, more comfortable, and will provide cost savings over years. Majority of towns in MA have adopted Stretch Code. Houses will cost less to heat and cool, more control in construction, healthier due to better ventilation, houses have been thoroughly tested and rated, lower environmental impact.
- Move to support made by Mr. Craft seconded by Mr. Whitmore

→Vote: Motion passed unanimously, 5-0

- Article 17

- Transferring funds for Bialek Park
- Motion to recommend Article 17 made by Mr. Whitmore and seconded by Mr. Craft

→Vote: Motion passed unanimously, 5-0

- Mr. Whitmore moved to approve 2018 Special Town Meeting Warrant with motions, seconded by Mr. Craft.

→Vote: Motion passed unanimously, 5-0

9. Approval of Minutes– N. Mootafian

- Motion by Ms. Alexson to approve minutes of September 4, 2018, seconded by Mr. Rauscher

→Vote: Motion passed unanimously, 5-0

10. Consent Agenda – N. Mootafian

- One Day Liquor License Applications
 - All Alcohol – Farm Directive Cooperative for Celebration of 25th Anniversary & Fundraising for Community Fund at Appleton Farms on 9/30.
 - Wine & Malt - Old Planters Brewing for Down on the Farm Fall Concert at Appleton Farms on 9/23, 10/7, 10/21. True North Ale for Herland Brothers Performance at The Barn at Castle Hill on 9/21
 - Wine & Malt – Monarch and Rose Foods for private event at Cellar Door at 1 N. Main Street, on Thursday, 9/27
- Motion to approve Consent Agenda made by Mr. Craft and seconded by Ms. Alexson.

→Vote: Motion passed unanimously, 5-0

11. Town Manager Report – A. Marino

- Tri-board meeting scheduled October 9th at 7:00. Dune Solutions will be attending to make a presentation to discuss software and Facilities Needs Assessment
- Starting process of contract negotiations with unions
- Sent a letter to Mass DOT to let them know we have adopted the opt in-for Mass General Law Chapter 90 Section

17C which allows us to set the thickly settled areas from 30 miles an hour down to 25. Will now work with Chief of Police and DPW to order and install signs.

- Town Hall will be closed October 11th for Shred Day. Residents are welcome to bring documents that need shredding.
- Legislative breakfast sponsored by the Chamber October 4th at Ipswich Country Club.
- Upcoming taping of special town meeting warrant with chairman of planning board to discuss the warrant and the individual zoning articles that will be proposed at town meeting.
- September 27th attending dinner at Danversport Yacht Club for Senior Care.

12. New Business* – N. Mootafian

- Ms. Alexson wondered if there had been complaints regarding bulky items being left out without stickers.
- Ms. Alexson asked if National Grid should come in to discuss lockout situation given the recent catastrophe in Lawrence and North Andover. Mr. Whitmore and Mr. Rauscher thought it should wait.
- Caroline Britt expressed concerns over the lack of knowledge regarding the location of gas lines in town.
- Mr. Whitmore wondered if trash bins are pulled from downtown in the winter and why.

13. Old Business* – N. Mootafian

- None

14. Miscellaneous and Correspondence – N. Mootafian

- None

Adjournment – Motion to adjourn made by Mr. Whitmore and seconded by Mr. Rauscher

→*Vote: Motion passed unanimously, 5-0*

Respectfully Submitted By
Alyson von der Esch
9.25.2018