

TOWN OF IPSWICH
SELECT BOARD
Meeting of November 5, 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, November 5, 2018, in Meeting Room A.

With a quorum present, Mr. Mootafian called the meeting to order at 7:01 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; Ethan Parsons, Senior Planner; Glenn Gibbs, Planning Director; Wayne Castonguay, Executive Director of Ipswich River Watershed

1. Pledge of Allegiance

2. Welcome/Announcements – N. Mootafian

- Veterans Day Parade and Honor Ceremonies, Sunday, November 11, 2018 at 10:30 at War Memorial
- Don’t forget to vote tomorrow, November 6, 2018.
- Ms. Alexson noted Saturday morning at 8:30 at First Church there will be a Veterans Breakfast for veterans and their families.
- Select Board welcomed Lieutenant Jeff French as new Deputy Fire Chief

3. Citizen Queries – N. Mootafian

- Phil Goguen, Kingfisher Road. Asked for clarification from the Town Manager on the following;
 - Open Government
 - Mr. Marino answered they are working on converting data from current financial software to Open Gov. which will make it easier for people to access information.
 - Dude Solutions
 - Maintenance software which allows to track maintenance work orders as well as track needed maintenance with a facilities-needs assessment. Refer to Tri-Board presentation on October 9th for more information.
 - Mr. Goguen stated he believes budget should be frozen.
 - Mr. Goguen asked where the money came from to paint the Payne Building.

4. Board and Committee Appointments – N. Mootafian

- Florence (Penny) Foss– Council on Aging – Reappointment
- Diane Mitchell – Council on Aging – Reappointment
- Lorraine Laddin - Council on Aging – Reappointment
 - Motion to approve three re-appointments made by Mr. Craft seconded by Mr. Whitmore
→*Vote: Motion passed unanimously, 5-0*
- Eileen Page – Council on Aging – New Appointment, consider alternate member
 - Motion to approve appointment made by Mr. Whitmore seconded by Mr. Craft
→*Vote: Motion passed unanimously, 5-0*
 - Move to accept resignation of James McCambridge form the Planning Board as of November 9th made by Mr. Craft and seconded by Ms. Alexson.
→*Vote: Motion passed unanimously, 5-0*

5. PUBLIC HEARING – Modification/Broadening of Memorial Bench Policy – G. Gibbs

- Motion to open Public Hearing made by Ms. Alexson seconded by Mr. Whitmore.
→*Vote: Motion passed unanimously, 5-0*
- Public Hearing to broaden policy to include memorial trees.
- Glenn Gibbs, Planning Director and Jeff Putur, Superintendent of Parks
 - Changes are primarily so someone can donate a tree and an associated plaque and use the same form and

standards that have been in place for memorial benches. Goal is to make it easier.

- Ms. Alexson asked about clarification on who will be in charge of final approval. Mr. Gibbs clarified that is one of the changes. Final approval will be done by Select Board, not Town Manager.
- Ms. Alexson asked if wording on number 4 should be changed from “proposed benches” to “proposed locations”.
- Mr. Whitmore suggested the Shade Tree Beautification Committee should be mentioned somewhere. Perhaps in number three.
- Ms. Alexson asked if there is a revolving fund for money that comes in for this if benches do not need to be replaced. Mr. Putur answered that yes, there is a revolving fund, however, there is not usually much money in there.
- Ms. Alexson asked if there should be a deadline suggested for when the donated trees will be put in place. Mr. Gibbs answered they did not want to impose a deadline on DPW. However, if the person donating the tree wants to have it planted themselves they can do it at any point, but if the DPW is asked to plant the tree there will not be a deadline.
- Mr. Gibbs went through additional changes since Select Board did not have an updated copy.
- Mr. Craft asked Mr. Gibbs that an updated copy be sent to the clerk for inclusion with the minutes.
- Motion to close the Public Hearing made by Mr. Craft and seconded by Ms. Alexson
→*Vote: Motion passed unanimously, 5-0*
- Mr. Craft moved to accept the policy as amended, seconded by Mr. Whitmore.
→*Vote: Motion passed unanimously, 5-0*

6. Update Ipswich Mills Dam Removal Feasibility Study – W. Castonguay

- Ethan Parsons, Senior Planner and Wayne Castonguay, Executive Director of Ipswich River Watershed Association.
- Packet sent to BOS including project background, results, summary of public phase, and frequently asked questions fact sheet.
- Wrapping up feasibility study and will be going into public outreach phase
 - Continue to be supported by a technical team.
 - Feasibility study simply to gather facts. Goal is to have a good public process and in the next 8 weeks get feedback. Study had several components including documenting existing conditions, Hydrologics and Hydraulics analysis, and future conditions.
 - Studies will be in by end of November. Public phase of project will be early December.
- Benefits include: reduce flooding, reliability, ecological benefits, recreational benefits (paddling and boating, fishing, revitalization of the downtown).
- Risks predicted: EBSCO buildings, particularly interior of building number 2
 - Interior slab may have been built on compressible soil. Risk is that slab could settle an inch or two if soil dries out.
 - Additional studies will be needed to determine foundation of EBSCO buildings.
- Tentative December 12th meeting will engage public, as well as stakeholder meetings.
- Mr. Whitmore noted concerns about timeline with public interaction. Suggested that people may be more focused and available in January or February as opposed to December. Also asked how far high tide will go. Would also like to hear current status of the dam and noted that it is up to the town to maintain the dam.
- Mr. Craft asked about the town’s liability if something goes wrong with the removal of the dam. Mr. Castonguay stated that the state protects the dam owner from negative consequences. However, before a dam is removed it is important to conduct several studies to mitigate the negative impacts.
- Mr. Craft wondered about how clean the dam is. Will removing the dam contaminate the estuaries and clam flats? Mr. Castonguay explained there is almost no sediment behind the dam. Samples will continue to be taken as the construction happens to make sure there is no contamination.
- Mr. Craft expressed concern about the interior investigation of the EBSCO basement since they would not allow access initially. Wondered if this would be critical to move project forward. Mr. Castonguay answered yes.
- Mr. Craft mentioned the benefits should be made very clear to the public.

7. Update on Ipswich Watershed – W. Castonguay

- Community Services Program: new program that was initiated over two years ago to address water infrastructure

- problems, and to hire a full-time staff person to manage program and work with municipalities.
- Greenscapes Program: consortium of over 20 municipalities.
 - Water education partnership program to help community meet various water permit requirements.
 - Combining efforts with other municipalities helps meeting requirements easier.
 - Municipal Vulnerability Program (MVP): state initiative to make communities more resilient to weather related threats.
 - Environmental or water related funding at the state level will come through this program.
 - Potentially millions of dollars available.
 - Town must become certificated. 40 town officials and volunteer board members will go to workshop to prequalify town for funding.
 - Upgrading all of the landings and parking lots to brand Ipswich River as a top paddling destination. Burlington to Ipswich Water Trail.
 - Working with invasive species to protect the river up and down the watershed. River Herring population has been largely eliminated and a program will be kicking off to revamp the population.
 - 20-year Water Management Act Permit is up next year and there are new requirements. Ipswich is in a good position to meet these requirements, although there will be a lot of mitigation required.
 - Challenge: Ipswich River Safe Yield has been exceeded (cap for water withdrawals). Have to live within the cap in a variety of ways.
 - Net Zero Growth initiative to become water neutral. Have a lot of tools to make this readily achievable.
 - Mr. Craft asked about limit of withdrawal rates in comparison with other communities and wondered if this will be corrected as Ipswich seems to be at a disadvantage. Mr. Castonguay answered that this is a problem with grandfathering. Advocating for regional water sources.
 - Mr. Rauscher asked about the services the town is involved in with the watershed as well as asked about increased storage.
 - A lot of options have been looked into for increased storage which could hold billions of gallons throughout the region, but only if water sources become regionalized.
 - Conservation is cheaper and easier than finding increased storage.
 - Encouraging buildings to be water neutral will be beneficial. Low impact development, smaller lawns, etc.
 - Lots of ways to increase water through conservation.
 - Mr. Craft asked if Stretch Building Code would help with conservation.
 - Mr. Castonguay answered that Stretch Code typically deals with infrastructure. Non-essential water (outside water) is where the big gains can be made.
 - However, it is always helpful when the town takes on some of the burden to encourage people to conserve as opposed to placing all of the effort on the Ipswich Watershed Association.
 - Mr. Goguen asked about the water towers.

8. Discuss Building Permit Moratorium – L. Alexson

- George Hall sent an email explaining that municipalities may impose a reasonable time limitation on development as long as those restrictions are temporary and provide controlled development while the municipality engages in comprehensive planning. One of the criteria as far as planning is to protect water supply and ensure proper sewage proposal.
- State offers Best Practices Program regarding housing production and plan for future growth. Ipswich has no such plan for conserving water with respect to these new projects.
- Ms. Alexson would like to discuss how we can take advantage of state programs, develop a housing production plan, and limit multi-family development until such a plan is in place.
 - This would focus on conserving water, keeping new projects in mind.
 - Would also focus on infrastructure issues (schools).
- Mr. Rauscher would like to get more information on what the criteria would be for a moratorium in order to find what the best approach would be.
- Ms. Alexson would like to investigate Best Practices State Program which offers technical assistance and funding to help the town develop a plan.
- Mr. Whitmore expressed concerns about choosing who can develop and who cannot. Also expressed concerns

because the Planning Department has tried to do something similar and changes were voted down.

- Ms. Alexson expressed concerns about the limits on water withdrawal for the future. Wanted to recognize this concern and come up with a plan for housing growth. Asked for a temporary moratorium to create a plan, not to make indefinite changes.
- Mr. Whitmore stated he thinks this can be accomplished without doing a moratorium.
- Mr. Rauscher agreed that this should be looked into and worked on but that it does not have to be a moratorium.
- Keri MacRae, 32 Heartbreak Road. Concerned about how much water has to be conserved and that residents may eventually have to pay more for water. Concerned about the large amount of land that could be purchased for building. Potential new housing means more pressure being placed on current water restrictions. Asked the board to pause and take a look at this with a moratorium.
- Ms. Alexson asked Mr. Marino for more information on the Best Practices Program from the state.

9. Discuss Pavilion Beach, Residents Only, Charge for Parking – L. Alexson

- Ms. Alexson discussed concerns over Pavilion Beach.
 - Parking lot in the summer is dangerous.
 - No space delineations.
 - Crane’s Beach overflow goes there at times so it gets overcrowded.
- Ms. Alexson suggested to consider making the beach resident-only from Memorial Day to Labor Day, holidays and weekends only.
 - Could use Crane’s Beach sticker or dump sticker as a way to signify residency.
- Mr. Rauscher asked if this should instead be about limiting to residents, or if it should be about limiting parking as well.
- Mr. Whitmore suggested a pay meter in the parking lot and also asked about the possibility of a lifeguard which would also help to limit dogs on the beach and boats pulling up. Combining paid parking and a lifeguard would help with safety concerns.
- Mr. Whitmore noted that he does not think this would be beneficial to the town and attracting people to Ipswich.
- Chief Nikas:
 - There is a plan in the works to reconfigure Pavilion beach to add pedestrian access and bike access as well as to help designate parking.
 - Issues:
 - There are not enforceable mechanisms in place such as gates.
 - Conservation Commission will not allow a parking lot with designated lines because Pavilion Beach is a barrier beach.
 - Concerned with the need to assign someone to the beach to monitor and enforce this.
 - What would the consequence be for violating? This would require a change to the by-law.
- Diane Cassidy, 109 Essex Road. Asked about barriers so people don’t park on the road. Chief Nikas answered that there will be fencing added so there will be no parking on the road. Waiting for the State to respond to the request.
- Keri MacRae, 31 Heartbreak Road, asked about how the town wharf is managed and is there something similar we could do.
- Someone (did not state name) mentioned that this has been in the works for a long time. Residents are being denied the ability to use this property and there are safety concerns. The property needs to be managed. Asked for regulations to be enforced.
- Mr. Craft asked how we would provide the needed supervision.
 - Chief Nikas noted that the reinforcement might come from the Parks and Cemetery Department since it is their rules that would be reinforced. Also noted that the Conservation Commission may need to be revisited so spots can be designated. This would enable police to issue tickets if people are not parked in designated spots.
- Mr. Mootafian suggested that there should be a budget conversation.

10. Discussion New Town School HR Department – A. Marino

- Benefits of combined department:
 - Improve and streamline hiring, promotion and termination processes.

- Standardize school and town payroll processes.
- Shared workload makes it easier to delegate.
- One stop shopping for school and town employees and retirees.
- Continuity and Communication with benefits process, legal compliance, and reduction in duplication of services and processes.
- Building a bench
 - Cross training – training your replacement.
 - Having backups will allow for additional services and training to be offered to employees.
 - Combined department allows for no interruption of critical services.
- Mr. Rauscher noted that it should be made clear that Mr. Marino is in charge of new hirings, although department heads will have more of a say in who will be hired.
- Limited liability and less exposure for the town.
- Mr. Craft asked to be updated monthly.
- Mr. Goguen approves.

11. Approval of Minutes – N. Mootafian

- Motion made by Ms. Alexson to approve minutes from October 15, 2018, seconded by Mr. Craft
→*Vote: Motion passed unanimously, 5-0*

12. Consent Agenda – N. Mootafian

- One Day License Applications
 - All Alcohol - Ipswich Masonic Temple, Birthday on 11/17, Wedding on 11/18 and Family Dinner on 11/23. TTOR, Appleton Farms for Holiday Market at Carriage Barn on 11/30.
 - All Alcohol – Ipswich Masonic Temple on 11/17.
- Partial Sidewalk Blocking Application(s)
 - Chris Carye for 19 Hammatt Street for new siding and roof from 11/1-11/9
- Motion to approve Consent Agenda made by Mr. Rauscher and seconded by Mr. Craft.
→*Vote: Motion passed unanimously, 5-0*

13. Town Manager Report – A. Marino

- Town Manager’s Report sent out this afternoon
- Lieutenant vacancy in fire department.
- Send out memo for Climate Resiliency Committee and will set up first meeting.
- Two positions open to replace Bill Hodge and Jane Spellman
- Have had several meetings regarding union contracts. Fire Union asking to schedule an Executive Session for November 19th.
- 85 North Ridge Road is looking to sell. Spoke with abutters. Working with George Hall on recorded document for the easement. Will come to board after.
- Generator specs went out today, trying to get them installed by February.
- Will send out budget requests to Department Heads.
- Mr. Marino was inducted as a member of the Rotary.
- Ms. Alexson asked about the speed limits in Lord Square. Mr. Marino and Chief Nikas have to meet over the next few weeks. Chief Nikas has had a meeting about locations.
- Ms. Alexson asked about the Ant bicycles. There have been complaints about them laying around town. Mr. Marino is waiting for an update.

14. New Business* – N. Mootafian

- Shellfish Subcommittee Wednesday at 7:00.
- Water and Wastewater Committee is meeting on Thursday.
- Mr. Rauscher moved to appoint Mr. Whitmore to the Capital Planning Committee, seconded by Mr. Craft.
→*Vote: Motion passed unanimously, 5-0*

15. Old Business* – N. Mootafian

- None

16. Miscellaneous and Correspondence – N. Mootafian

17. Adjournment – N. Mootafian

- Motion to adjourn made by Mr. Rauscher, seconded by Ms. Alexson
→*Vote: Motion passed unanimously, 5-0*

Respectfully Submitted By
Alyson von der Esch
11.10.18