

Town of West Newbury

Board of Selectmen

Minutes of Meeting

Monday, September 30, 2019

First Floor Hearing Room

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2019 OCT 30 AM 8:45

ATTENDANCE

Board of Selectmen	David Archibald, Glenn Kemper, Richard Parker
Town Manager	Angus Jennings
Town Clerk/Town Counsel	Michael McCarron
DPW Director	Wayne Amaral
Board of Health	Robert Janes Chairman, Paul Sevigny Health Agent
Planning Board	Brian Murphey, Tim Cronin, Richard Bridges
Open Space Committee	John Dodge
Energy Advisory Committee	Elizabeth Callahan
Others in Attendance	Jennifer Solis, Stephanie Frontiera

The meeting was called to order at 7:11 p.m. by Chairman David Archibald.

ANNOUNCEMENTS

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Apple Harvest Road Race next Sunday, October 6, 2019 with several road closures, dinner on Saturday October 5, 2019 at the Annex, tickets will be available at the door.
- Water Department: Brake's Hill Water Tank site work to begin Monday, September 30, 2019. Sample letter to residents contained in Agenda packets.
- Upcoming Events: Merrimack Valley Planning Commission – Smart Growth Summit October 29, 2019.
- Opportunities for FY 20 Committee appointments posted online at <https://www.wnewbury.org/board-selectmen/pages/2019-20-volunteer-opportunities>.
- FY 20 Senior Tax Work-off program: interested residents contact Theresa Woodbury at Council on Aging Office.

REGULAR BUSINESS

- A.) Request for authorization to install wayfinding signage within public rights-of-way – Dave Read East Coast Greenway.

B.) Request for DPW labor and materials to install wayfinding signage- Dave Read East Coast Greenway.

Discussion took place regarding this project. Dave Read explained that this project is bikeable and ADA accessible. The route from the Canadian border to Key West is a 3,000 mile trail. It contains both roadways and trails. Angus suggested authorizing the installation of signs with DPW labor and materials subject to DPW director and budget availability. Wayne Amaral DPW Director would contact Dig Safe and his staff would be available contingent on winter weather conditions. There would be an estimated 11 signs with a cost of \$1,150.00 for cost of signage and labor. This project is 30% complete. Selectman Parker suggested that this may be an opportunity for volunteer labor.

Motion was made by Selectman Kemper to authorize the signs and installation as per the direction of the DPW Director.

Yes 3, No 0

C.) Review of proposed warrant articles for Special Town Meeting

a.) Proposed DPW articles: high hazard trees; salter, library dehumidifiers; and Town Buildings operating costs.

DPW Director Wayne Amaral is seeking a 5 year plan with \$50,000.00 per year devoted to tree removal. He prepared a detailed report of the trees involved with ranking by condition of these trees. This list is contained in the Agenda packets. His current budget of \$20,000.00 is not sufficient to complete the list of affected trees.

The proposed salter for \$9,500.00 could be attached to the dump truck. This would not require a CDL license. Currently there are 3 CDL drivers in this department. This would allow 5 or 6 people to salt during inclement weather and would be used in smaller municipal parking lots and small areas.

\$7,600.00 for Library dehumidifiers and Town Buildings operating costs. The library was concerned about mold and air quality. Dehumidifiers were installed, duct work was cleaned and new rugs were installed. This request is to reimburse the DPW budget which was drained by these repairs. Selectman Parker requested a listing of new equipment and the date of installation. He also inquired about the increased energy usage due to the dehumidifiers. Wayne replied that the energy usage would most likely even out due to the lack of temperature adjustment. Angus reported that the duct cleaning and carpet installation were overdue. The dehumidifiers were an extra cost.

b.) Proposed Board of Health articles regarding Steele Landfill post-closure costs.

The DEP has issued a monthly gas testing at the landfill. This order was not issued until after the April, 2019 Town Meeting. If the Town were to fail complying with this order there is the potential of the DEP issuing fines for noncompliance. This request also contains funds to install

a gas vent stretch along Middle Street. Paul Seigny stated that monthly testing will need to be conducted. Once the trench is installed if the data shows frequency of testing can be lowered DEP would allow that. He stated that he did not know how long that might be. The cutoff trench will vent the gas being omitted. He reported that the town has only been testing this site for 10 years and believes that gas omissions may be at their peak. DEP requirements letter and cost estimate spreadsheet are contained in the agenda packets.

c.) Proposed Zoning Bylaw amendments proposed by the Planning Board.

Chairman Archibald asked if the proposed changes were due to change in Massachusetts General Laws. Brian Murphey responded that there were not changes to the law but rather the Planning Board's wish to remove archaic language. Brian also reported that the Planning Board made adjustment to advertised language on the advice of Town Counsel. Proposed deletions and insertions are contained in the agenda packets.

D.) Meeting with Planning Board regarding public safety sign – requested by Planning Board.

Discussion took place regarding the illuminated sign at the Public Safety Complex. Brian Murphey informed the Board of Selectmen that the Planning Board was concerned that the sign does not meet the criteria in current bylaw. This board was also advised by Town Counsel that they would need to seek an outside opinion as he represents the Building Inspector. Chairman David Archibald reminded everyone that there were multiple public meetings prior to the sign being installed where any person could have voiced opposition. Angus reported that white text was now in use. The timing of turning the sign on and off had also been adjusted. The brightness of the sign was also turned down.

E.) Review of projects for potential Green Communities grant application – Energy Advisory Committee.

Liz Callahan was seeking the Board's input as to whether the committee should pursue streetlight replacement with LED lamps or an electric vehicle charging station. This input would then be taken into consideration with potential grant applications. Wayne Amaral stated that a larger number of lights would be necessary to realize a cost savings on the street light proposal. Selectman Kemper suggested that the town could replace part of the current fleet with electric vehicles. Discussion then took place as to which town property location might be advantageous. Suggested locations were the public safety complex, the library, Pipestave/DPW. The primary mission of this initiative would be to serve the town first and secondary access would be the public. Discussion took place as to how to curb abuse of this station. Selectman Parker stated that the applicable charge would be on a user's card. He also stated that there would be 11 charging stations at the new school and that conduit was being added to facilitate future installations.

F.) Interview with finalist candidate for Town Accountant/Business Manager position.

Angus gave background information on Stephanie Frontiera the finalist candidate for this position. The Board asked questions of the candidate and about her interest in this position. The job description and interview questions are contained in the agenda packet.

Motion made by Selectman Kemper, seconded by Selectman Parker to authorize the Town Manager to enter into negotiations for the position of Town Accountant/Business Manager.

Yes 3, No 0

G.) Review of Soldiers & Sailors Memorial (Carr Post) CPC proposal; discussion of financing options.

After discussion of various potential methods of financing this project the board settled on financing this project through Community Preservation Funds. Angus suggested that the costs that will need to be incurred would need to be estimated prior to bonding this project. Town Clerk/Town Counsel Michael McCarron estimated design costs at approximately \$200,000.00.

Motion made by Selectman Kemper that the \$250,000.00 up front funds needed to begin this project be taken from CPC funds as follows: \$150,000.00 Historical Preservation; \$100,000.00 in Undesignated Funds. The balance of the funds to be borrowed.

Yes 3, No 0

H.) Consideration to re-open Special Town Meeting warrant, and potential article to fund installation of tables and benches at Mill Pond to commemorate Bicentennial.

After discussion regarding this item and that the staff had an issue as they are adhering to Massachusetts General Law regarding appropriation and expenditure of funds the following motion was made:

Motion made by Selectman David Archibald to reopen the Special Town Meeting Warrant, seconded by Selectman Richard Parker.

Yes 1, No 2 (Selectman Archibald favorable)

I.) Review of draft warrant for Special Town Meeting.

A draft of the warrant for the Special Town Meeting was presented to the Board. This draft was contained in the agenda packets.

J.) Discussion of recommended bridge type for Middle Street Bridge.

Motion was made by Selectman Kemper, seconded by Selectman Parker that the Middle Street Bridge type should be the option with a sidewalk of the two types presented.

Yes 3, No 0

K.) Municipal Vulnerability Preparedness Working Group Update – Selectman Parker

Selectman Parker updated the board on this issue. He explained that understanding the risks and planning to mitigate them with a predefined state process is the goal. This will be completed by fiscal year end 6/30/2019.

L.) Appointment of EMA personnel, Police, ADA Coordinator and Deputy ADA Coordinator.

Selectman Glenn Kemper made a motion, seconded by Selectman Parker that Leeann Delp be appointed EMA Director with a term expiring 6/15/20.

Yes 3, No 0

Selectman Glenn Kemper made a motion, seconded by Selectman Parker to approve the list of appointees from the memo received 9/30/2019 with the EMA and ADA appointment list.

Yes 3, No 0

M.) Meeting Minutes September 16, 2016; September 9, 2019; January 30, 2019.

Motion was made by Selectman Kemper, seconded by Selectman Parker to approve the abovementioned minutes.

Yes 3, No 0

TOWN MANAGER UPDATES

N.) Updated Planning Board Fee Schedule approved September 3, 2019.

Angus brought forward a detailed fee schedule that had been previously approved by the Board. This schedule is contained in the agenda packets.

O.) Follow up meeting assignments.

Discussion took place regarding town business taking place on town emails rather than personal emails. There was a reported issue whereby people clicked the Open Space Committee Link and had an issue. Town Clerk/Town Counsel Michael McCarron mentioned that the Library and Police have their own webpages. Angus made sure that the issue was corrected.

Motion was made by Selectman Kemper, seconded by Selectman Parker to adjourn the meeting at 10:12 p.m.

Yes 3, No 0

Respectfully submitted, Mary DiPinto