



**Town of West Newbury  
Board of Selectmen  
Monday, October 28, 2019@ 7pm**

RECEIVED  
TOWN CLERK  
WEST NEWBURY, MA  
2019 NOV 26 AM 9:10

381 Main Street, Town Office Building

[www.wnewbury.org](http://www.wnewbury.org)

**Minutes of Meeting**

**Meeting called to order** at 7:05 p.m. by Chairman David Archibald.

Attendance: Board of Selectmen – Full Board  
Town Manager Angus Jennings  
Assistant to the Town Manager & Finance Department – Jennifer Walsh  
Town Clerk/Town Counsel – Michael McCarron  
Jennifer Solis

**Announcements:**

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Informational meeting regarding Pentucket Middle/High School project, Wednesday, Oct. 30 at 7:30PM
- Sale of historic, decorative Chairs at Town Hall, Saturday, November 2, 10am to 2pm
- Special Town Meeting, Monday, November 4, 2019 at 7pm
- A Capella Night! Northeastern's Nor'easters. Saturday, November 23 at 7 PM, Pentucket High School
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/board-selectmen/pages/2019-20-volunteer-opportunities>

**Regular Business**

- A. Introduction of new staff person Jennifer Walsh, Assistant to the Town Manager & Finance Department

Angus Jennings, Town Manager introduced Jennifer Walsh to the Board. He summarized Jennifer's duties and responsibilities in her position.

- B. Halloween 2019: trick-or-treating guidelines

The Board wishes to remind the citizens that Trick or Treat will be held Thursday evening during the hours of 5:00 to 7:00 p.m. Light colored clothes and flashlights are recommended. Also recommended was the use of bug repellent for safety.

- C. Special event permits: Myopia Hunt Club (November 12 and November 19, 2019)

Motion to approve the special permit was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker.

**Yes 3, No 0.**

- D. Update on Middle/High School design process, anticipated permitting timelines, neighborhood meeting

Angus Jennings, Town Manager gave a summary of the project. Minutes of Meeting and Permitting Update are contained in the agenda packets. There is a vacancy on this committee. The Board of Selectmen will post a meeting on November 4, 2019 at 6:30 p.m. to fill this vacancy as soon as possible.

- E. Review of Bridge Street Speed Report prepared by DPW Director Wayne Amaral

The report and a recommendation letter from the DPW Director are contained in the Agenda Packets.

Motion was made by Chairman David Archibald, seconded by Selectman Glenn Kemper to petition the Massachusetts Department of Transportation to reduce the Speed Limit to 35 MPH.

**Yes 3, No 0.**

- F. Review of Church Street Speed Report prepared by DPW Director Wayne Amaral

The report and recommendation letter from the DPW Director are contained in the Agenda Packets.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to petition the Massachusetts Department of Transportation to reduce the speed limit to 25 MPH on the approaches and 35 MPH.

**Yes 3, No 0.**

- G. Update on CPC recommendation regarding proposed article and funding structure for Soldiers & Sailors Memorial Building

Angus Jennings, Town Manager provided a summary of the funding sources for this project. The reports and Bonding Debt Service Schedule are contained in the Agenda Packets.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker that \$141,100.33 be funded from the Community Preservation Historic Resources Reserve, \$108,899.67 be funded from the Community Preservation Undesignated Fund Balance and \$1,250,000.00 be bonded for 20 years at a rate of 2.5% interest.

Selectman Kemper then rescinded his motion.

In favor of Rescinding Motion

**Yes 3, No 0.**

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to fund this project as follows:

\$141,100.33 from Community Preservation Historic Resources Reserve

\$108,899.67 from Community Preservation Undesignated Fund Balance

\$1,250,000.00 to be Bonded for 20 years

**Yes 3, No 0.**

*H. Presentation of FY20 Tax Recap Model and estimated tax rate based on different levels of potential Free Cash transfer - Angus Jennings, Town Manager*

Angus Jennings, Town Manager presented the reports to the Commonwealth of Massachusetts Department of Revenue for the certification of the Fiscal Year 2020 Tax Rate. Copies of this report are contained in the Agenda Packets. After discussion of several scenarios of transfer amounts from Free Cash to reduce the Tax Rate the following motion was made:

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker supporting a transfer of \$400,000.00 from Free Cash to reduce the Tax Rate.

**Yes 3, No 0.**

*I. Review of draft motions for Special Town Meeting*

The Draft of the Special Town Meeting Articles is contained in the Agenda Packets.

Angus Jennings, Town Manager noted that Article 2 should contain a dollar amount of \$11,500.00.

He also reminded that the time of the meeting is 7:00 p.m.

*J. Review of Conservation Restriction for Drake's Landing development*

A copy of the Conservation Restriction legal document, communication from the Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs and related communication are contained in the Agenda Packets. Town Clerk/Town Counsel Michael McCarron updated the Board on the progress of this project.

Motion was made by Selectman Glenn Kemper, seconded by Chairman David Archibald to approve the signing of the Conservation Restriction upon the execution of the other parties.

**Yes 3, No 0.**

K. Meeting minutes: September 30, 2019; September 23, 2019.

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to approve minutes of September 23 and September 30, 2019 meetings.

**Yes 3, No 0.**

**Town Manager Updates**

L. Discussion of timeline for FY21 budget policy guidance and budget process

Memo from Angus Jennings, Town Manager with a Budget Schedule and dates are contained in the Agenda Packets. After discussion it was determined that Angus and the Board would discuss this item further at the November 12, 2019 meeting.

M. Update on retiree health insurance rates for calendar year 2020

The rate schedule for Retirees is contained in the agenda packets. Angus anticipates meeting again in February regarding the rates for active employees. The recommendation for the rate increase for active employees will be 7% for Fiscal 21.

N. Update on proposed Reserve Fund Transfer: Page School food steamer

Memorandum from Angus Jennings, Town Manager and the Finance Committee are contained in the Agenda Packets. Discussion took place regarding items that are the responsibility of the Town and which are the responsibility of the Pentucket Regional School District. Policies and agreements are outlined in the Town Manager's memorandum.

O. Active project updates

P. Follow up meeting assignments

Q. Placing items for future agendas

Suggested items are as follows:

- 1.) Meet with Wayne Amaral to discuss basement utilization.
- 2.) Electric Vehicle Charging Stations and grant opportunities through National Grid.
- 3.) Signage and enforcement on Whetstone Street.
- 4.) Memorial Day Parade Policy

Michael McCarron to forward a draft to the Board to begin the process.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to adjourn the meeting.

**Yes 3, No 0.**