



**Town of West Newbury  
Board of Selectmen  
Monday, November 25, 2019 @ 7pm**

381 Main Street, Town Office Building

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

**Minutes of Meeting**

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TOWN CLERK  
WEST NEWBURY, MA  
2019 DEC 19 AM 10:37

**Open Session:** 7pm in the First Floor Hearing Room

The Meeting was called to order at 7:10 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.
- Town Offices closing at 2pm on Thursday, Nov. 27<sup>th</sup> and closed all day Nov. 28<sup>th</sup> and Nov. 29<sup>th</sup>
- Municipal Vulnerability Preparedness – resident survey now online, please participate!
- Draft Memorial Day Parade policy posted to Town website – invitation for public comment
- Notice of Annual Meeting: Parker, Ipswich & Essex River Watersheds Partnership – Dec. 5, 2019
- Comcast correspondence regarding pricing changes
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/board-selectmen/pages/2019-20-volunteer-opportunities>
- The Tree Lighting Ceremony is scheduled for December 5, 2019 at 6:00 p.m.

**Regular Business**

- A. Presentation of life saving awards to Sgt. Dan Cena and Officer Rich Parenteau – *Police Chief Durand*

Police Chief Durand recognized Sgt. Daniel Cena and Officer Rich Parenteau for their efforts in Assisting a town resident during a medical emergency. He wished to recognize the officers For their professional conduct and their commitment to serving the community.

- B. Joint meeting with West Newbury Housing Authority Board to consider joint appointment of Susan Babb as Interim Housing Authority Board member until the next regular election.

**Marge Peterson of the West Newbury Housing Authority nominated Susan Babb to fill a vacancy until the next election.**

**Selectman Richard Parker nominated Susan Babb to the West Newbury Housing Authority until the next election. Motion seconded by Selectman Glenn Kemper.**

**Yes 3, No 0.**

- C. Request for appointment of Cheryl Grant to Board of Registrars

**Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to Appoint Cheryl Grant to the Board of Registrars.**

**Yes 3, No 0.**

D. Public Hearing with Board of Assessors: FY2020 Tax Classification Hearing

Chairman David Archibald opened the tax rate classification hearing.

Chief Assessor Meredith Stone and Chairman of the Board of Assessors Tom Atwood presented Information related to the different tax rate computations. Their presentation is contained in the agenda packets. After discussion about the various components of the tax rate the following Motion was made:

**Motion was made by Chairman David Archibald and seconded by Selectman Richard Parker to adopt the single tax rate for all properties and not to adopt the Open Space discount, Residential Exemption or the Small Commercial Exemption.** (This will result in a Tax Rate of \$14.42 per thousand of valuation).

**Yes 3, No 0.**

E. Joint meeting with Board of Health regarding solid waste and recycling, projected FY21 costs

Board of Health Members Blake Seale, Thomas Fahey and Robert Janes were in attendance.

Representing the Town's trash hauler was Jason Mello of G. Mello Disposal Corp.

Discussion took place at length about trash and recycling costs. The Board of Selectman and the Board of Health discussed how the trash and recycling costs are rising and options for how this cost might be reduced. One of the options discussed was automating the trash and recycling pickup. Blake and Jason Mello talked about the possibility of a five year trash hauling contract with the town with G. Mello Co. purchasing one 64 gallon container for trash and one container for recycling at the rate of one per household. Jason stated that he would need 90 days lead time to implement an automated pickup. Many other options were discussed such as elimination of bulk item pick up. The current cost of recycling tonnage changes from month to month. The Board of Health requested the joint meeting looking for the Board of Selectmen's endorsement and to keep the Board informed of the current marketplace. The Board of Health provided information which is contained in the Agenda Packets.

F. 2020 Liquor License Renewals: West Newbury Food Mart; and GN Enterprises, Inc. d/b/a West Newbury Pizza Company.

Appropriate documentation is contained in the Agenda Packets.

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to Approve both Liquor License Renewals.**

**Yes 3, No 0.**

G. Update on Designer Selection process for Soldiers & Sailors Memorial Building

Michael McCarron, Procurement Officer reported that he has received over 20 requests for the Request for Qualification on this project. Copies of the request are contained in the Agenda Packets.



H. Review of draft updated Committee Charge, Carr Post Building Committee

Discussion took place regarding the draft of the Carr Post Building Committee charge. The Board decided to finalize the charge of this committee at the next meeting. It was decided to Have three members who are Town Residents and Wayne as the Ex Officio member. The Board also wishes to request volunteers on the Town's Website to keep the project moving forward. A copy of the the draft is contained in the Agenda Packets.

I. Update on Middle/High School design process; Planning Board request for comments

Minutes of the November 13, 2019 Building Committee Meeting outcome are contained in the Agenda Packets. Also contained in the packets is a Memorandum from the Planning Board regarding the upcoming December 3, 2019 Planning Board hearing to consider the Site Plan Review Application for this project.

J. Discussion of FY21 budget process and timeline; discussion of school stabilization funding model and potential multi-year utilization taking into account projected FY21 debt service

Angus Jennings, Town Manager prepared a report of the School Capital Funding and provided the Debt Amortization Schedules with related School Stabilization projections for the Board's review. After discussion the Board wishes that the 6 year model be in place in the future. This item will also be placed on the next agenda for Finance Committee input.

K. Review and approval of updated Board of Selectmen policies

Angus Jennings, Town Manager provided a draft copy of the Policies of the Board of Selectmen. He reviewed any changes that were made to the policy.

**After review and discussion about the draft the following items were amended and or repealed:**

**Item #24 Reserve Fund Transfers – Repealed**

**Item #27 Amend to delete Selectmen and replace with Town Manager or Assistant to the Town Manager.**

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to accept the changes and ratify production of a Policy Booklet dated November 25, 2019.**

**Yes 3, No 0.**

L. Review of proposed revisions to Community Preservation Committee Guidelines

Copy of Guidelines is contained in the Agenda Packets.

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve the guidelines.**

**Yes 3, No 0.**

- M. Request for authorization to waive 15-day notice and confirmation process and to authorize the Town Manager to appoint the Building Inspector and DPW Experienced Operator positions

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve Waiving the 15-day notice.**

**Yes 3, No 0.**

- N. Review and approval of Agricultural Preservation Restriction for Brown Spring Farm

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to Approve the Agricultural Restriction with any substantial changes coming back to the Board.**

**Yes 3, No 0.**

- O. Review and approval of Stewardship Memorandum of Agreement for Brown Spring Farm

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve the Memorandum of Agreement.**

**Yes 3, No 0.**

- P. Meeting minutes: October 15, 2019; October 28, 2019; November 4, 2019.

**Motion was made by Selectman Glenn Kemper, seconded by Chairman David Archibald To approve the October 15, 2019 Minutes of Meeting.**

**Yes 3, No 0.**

**Motion was made by Selectman Glenn Kemper, seconded by Chairman David Archibald to approve the October 28, 2019 and November 4, 2019 Minutes of Meeting.**

**Yes 3, No 0.**

#### **Town Manager Updates**

- Q. Updates on active projects and near-term priorities  
R. Recent meeting with representative from Congressman Moulton's office re potential Federal grants

The Board expressed their interest in a regional Combined Sewer Overflow forum.

- S. Follow up meeting assignments; and Placing items for future agendas

Selectman Glenn Kemper wished to thank the community on behalf of the family of Glen Coffin for the outpouring of support. This leaves an opening for a Constable until the next election. Selectman Kemper asked that Robinson Shively be considered.

**Motion was made by Selectman Glenn Kemper, seconded by Chairman David Archibald to adjourn**

**Yes 3, No 0.**

**Meeting Adjourned at 10:05 p.m.**

**Respectfully submitted, Mary DiPinto**

**Approved by Board of Selectmen 3-0, December 18, 2019**