



**Town of West Newbury
Board of Selectmen
Wednesday, December 18, 2019 @7pm
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting**

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WEST NEWBURY, MA
2020 JAN -7 AM 9:45

Open Session: 7pm in the First Floor Hearing Room

The meeting was called to order at 7:04 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.
- Pentucket Music Conservatory Winter Concert, Wednesday, December 18th at 7pm, PRHS auditorium
- Pentucket Class of 2020 Senior Celebration raffle for 4 Bruins tickets (and parking) on Tuesday, January 2 P.¹ Tickets for sale at www.pentucketseniorcelebration.org. Winner will be chosen on January 13th
- Town Offices and Library will be closing at noon on December 24th and will be closed on Christmas Day and New Year's Day.
- Congressman Seth Moulton hosting "Congressional Town Hall" - Pentucket Regional Middle School, Monday, January 6th at 6pm
- Deadline for submittal of CPC proposals for April 2020 Town Meeting: Tuesday, January 7th
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/volunteer>.

Regular Business

- A. Request for Special Event Permit - Road Race: Town and Country Half Marathon proposed on June 14, 2020 - *Yukan Sport LLC*

Discussion took place regarding the race with Rick Morell. All appropriate paperwork including application, race map route, request for Public Property Use/Special Permit application and Certificate of Insurance were provided in the Agenda Packets. The Board requested a donation to Charity be made. Rick stated that last year a donation was made to the Food Pantry. It was suggested that a donation to the Page School Playground project would be another option. The Board stated that a donation to either Charity would be appreciated.

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

Yes 3, No 0.

- B. Request for letter of support for citizens' group anticipated proposal for CPC funding to support accessibility and functional improvements to Page School playground - *Tricia Sabulis*

Tricia Sabulis provided the Board with an update of the progress and issues related to the Playground at the Page School with related lack of access and proper equipment for Handicapped students. Related Memorandums and photos of the playground area are contained in the Agenda Packets. Tricia informed the Board that the school is for K-6 students. There are 365 students for 2 hours per day. Discussion took place regarding the ability to replace broken equipment and maintenance costs for this project moving forward. The Board supports this project.

C. Review of Mass DOT response to petition to change posted speed limits on Chase Street

The communication from Mass DOT and the Special Speed Regulation for Chase Street have been received by Board and copies are contained in the Agenda Packets. Although the speed limit was not reduced as the Board had hoped it was reduced by 5 miles per hour.

Motion was made by Selectman Richard Parker, seconded by Selectman Glenn Kemper to adjust the Speed limit as per Mass DOT specifications on Chase Street.

Yes 3, No 0.

D. Update on designer selection process for Soldiers & Sailors Memorial Building

Michael McCarron, Procurement Officer reported that as of the deadline for the responses for this Project he had received 4 responses. These responses will be reviewed and evaluated. When the top Candidate for the project is selected price would be negotiated. If there is no agreement reached on Price with the top candidate, negotiations would then begin with the second candidate and so on until The designer was selected and a price agreed upon.

E. Review of proposed Memorial Day Parade policy

A draft copy of the Memorial Day Parade Guidelines was contained in the Agenda Packets.

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to accept the guidelines as written for the Memorial Day Parade.

Yes 3, No 0.

F. Discussion of fees and administration of burn *permits* – *request of Chief Dwyer*

Fire Chief Dwyer expressed his opinion regarding the burn permits and the time Dispatchers need to devote to this task. Related memorandums are contained in the Agenda Packets. Discussion took place with the Board regarding these permits and the fees charged. Other fees issued by the Fire Department and the ability to collect the fees in the Finance Department will be discussed with staff and will be brought up at a future Board meeting.

Selectman Richard Parker made a motion to set the Burn Permit Fees at \$5.00 for online request and \$20.00 for in person request. He later withdrew his motion.

Selectman Glenn Kemper made a motion to set the Burn Permit Fee at \$5.00 for online request and \$10.00 for in person request.

Yes 2, No 1 (David Archibald opposed)

F 1 .Class II Used Car Dealership License Renewals: RTI Enterprises, Inc. DBA Main Street Auto; James Pearson DBA Pearson's Automotive; Crane Neck Auto, LLC

Motion was made by Chairman David Archibald, seconded by Glenn Kemper to approve this License Renewal.

Yes 2, No 0, Abstain 1 (Richard Parker)

- G. Request for authorization to submit grant application with National Grid to support the installation of one or more electric vehicle charging stations

Information is contained in the Agenda Packets regarding this grant application. The Board also wants to select Wayne Amaral, DPW Director as the grants contact person. Discussion took place regarding this grant and the future costs associated with administering it.

Motion was made by Selectman Glenn Kemper, seconded by Chairman David Archibald to apply for this grant.

Yes 3, No 0.

- H. Continued discussion of FY21 budget policy direction

Angus Jennings, Town Manager provided the Board with Board of Selectman FY '21 Budget Policy Direction Memorandum Draft, a spreadsheet for the known/projected increases, Expense Budget Breakdown and Expense Budget Estimate of Per Department Household Tax Impact. These items are Contained in the Agenda Packets. The Board discussed these items as well as the offsets of the School Stabilization Fund and the School Debt Exclusion.

- I. Request for early closure at Library on Tuesday, December 31st

Memorandum from the Library Director is contained in the Agenda Packets. Normally the Library Would be open until 8:00 p.m. on Wednesday. The Board felt that the Library Board should make this decision but that part time employees should not be paid for any hours not worked.

- J. Meeting minutes: November 25, 2019.

Motion was made by Chairman David Archibald, seconded by Selectman Glenn Kemper to Approve the minutes.

Yes 3, No 0.

Town Manager Updates

- K. Construction updates : water capital projects (Brake's Hill Tank; wellfield chemical building)

Angus Jennings, Town Manager provided photos to the Board taken that day of current progress on the Tank and Chemical Building and reviewed the future construction tasks on these two projects.

- L. Update on proposed financing of water capital projects (Brake's Hill Tank; wellfield chemical building); anticipated request for authorization of sale of Bond Anticipation Notes (BANs) on January 21, 2019

Tentative Financing Schedule related to the Bond Anticipation Note sale are contained in the Agenda Packets.

- M. Updates on active projects
- N. Follow up meeting assignments
- O. Placing items for future agendas

Selectman Glenn Kemper made a motion which was seconded by Chairman David Archibald to Adjourn to Executive Session at 9:19 p.m.

Yes 3, No 0.

Respectfully submitted, Mary DiPinto