



**Town of West Newbury
Board of Selectmen
Monday, January 6, 2020 @ 7pm
381 Main Street, Town Office Building**

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2020 JAN 22 PM 1:07

**www.wnewbury.org
Minutes of Meeting**

Open Session: 7pm in the First Floor Hearing Room

The meeting was called to order at 7:13 p.m. by Chairman David Archibald.

Attendance: Board of Selectmen: David Archibald and Rick Parker
Town Manager, Angus Jennings
Asst. to Town Manager & Finance Dept., Jenny Walsh
Town Clerk/Counsel & Procurement Officer, Michael McCarron
Town Accountant/Business Manager, Stephanie Fronteira
Tricia Sabulis
Jennifer Solis

Absent: Board of Selectmen: Glenn Kemper

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Deadline for submittal of CPC proposals for April 2020 Town Meeting: Tuesday, January 7th.
- Notification of April 11, 2020 date for unveiling of the Julian D. Steele marker at the Town Hall.
- Announcement of local offices on ballot for May 4, 2020 Annual Town Election. Nomination papers for election to Town Offices are available at the Town Clerk's Office.
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/volunteer>.

Regular Business

- A. Public Hearing on National Grid petition to relocate existing utility pole #14 at 9 Cherry Hill Street – Michael Bonitas, National Grid

Entered into public hearing by full vote of the Board.

Michael Bonitas of National Grid gave a description of the petition brought forward at customer's request. Following due notice, this hearing is the final step. The relocation should only take a few hours with little disruption to the public. It was noted by Town Clerk Michael McCarron that a drain pipe exists in that area. National Grid will take that under advisement and contact the DPW.

Motion was made by Selectman Richard Parker to approve the relocation of existing utility pole #14, seconded by Chairman David Archibald.

Yes 2, No 0.

Moved out of public hearing by full vote of the Board.

- B. Review of draft proposal to Community Preservation Committee (CPC) for improvements to Page School playground, and request for Board endorsement of application.

Chairman David Archibald explained that the Board, as the site owner, is the sponsoring authority for the proposal and cited several issues with the existing playground, including its non-compliance with ADA, lack of handicap access and the existing sub-par woodchip base as the basis for the application. Town Manager Angus Jennings added that the design included as a requirement of the CPC application (contained in the Agenda packet) is conceptual and likely to change. Selectman Richard Parker asked about the lifespan and environmental impact of the poured-in-place safety surface proposed in the design. This will be explored further.

Motion was made by Chairman David Archibald to endorse the application, seconded by Selectman Richard Parker.

Yes 2, No 0.

- C. Review of additional public comments received on adopted Memorial Day Parade policy; consideration of potential revisions

Chairman David Archibald read the additional comments that are contained on page 22 of the agenda packet. Discussion took place regarding the suggestion to provide examples of prohibited language in the policy citing concern that, in doing so, would leave it open to argument if not specifically listed. Selectman Richard Parker added that the Parade Chairperson would be given the responsibility to make judgement calls.

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to add language regarding hate speech to the Memorial Day Parade Policies; but, to leave out examples of prohibited language.

Yes 2, No 0.

- D. Discussion with Town Accountant/Business Manager Stephanie Frontiera regarding initial observations and priority work items for finance/accounting office in early 2020

Town Accountant/Business Manager Stephanie Fronteira gave an account of her first two months on the job which comprised challenges, accomplishments and her priorities going forward. A detailed memo to the Board is contained in the agenda packet.

- E. Review and adoption of proposed Board of Selectmen policy to authorize Town Manager to establish and enact financial procedures to clarify and standardize routine financial operations

Town Manager Angus Jennings requested authorization from the Board to implement day to day financial procedures.

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to authorize the Town Manager to implement procedural guidance for routine financial operations.

Yes 2, No 0.

- F. Vote to establish date and hours for early voting for the March 3, 2020 Massachusetts Presidential Primary Election – *request of Town Clerk*

Town Clerk Michael McCarron proposed a place and time for early voting to take place.

Motion was made by Selectman Richard Parker, seconded by Chairman David Archibald to designate the Town Office Building Lobby as the early voting location for the Presidential Primary Election from 8 a.m. – 4:30 p.m. Monday – Thursday and 8 a.m. – Noon on Friday during the week of February 24th to the 28th.

Yes 2, No 0.

- G. Review of valuation and tax rate changes for other towns in region, provided by Chief Assessor

Informational. Chairman David Archibald reviewed data supplied by Chief Assessor Meredith Stone contained in the agenda packet. West Newbury will see a 0.61% (\$50.47) tax bill increase which comes in much lower than the average tax bill increase of 3.46% (\$266.37) of tax payers in Essex County.

- H. Discussion of “Congressional Town Hall” with Congressman Seth Moulton, attended earlier this evening at Pentucket Regional Middle School

Chairman David Archibald briefed the audience on the meeting with Congressman Seth Moulton that took place just prior to this meeting. CSOs, PFAS, dredging and other issues related to the Merrimack River as well as recycling and energy production were among topics of shared concern.

- I. Preview of known/potential warrant articles for April 27, 2019 Special and Annual Town Meetings

Town Manager Angus Jennings shared known and potential Town Meeting articles provided in the agenda packet. Discussion took place about the National Grid underbilled account. Town Clerk Michael McCarron explained that it becomes a novation and essentially becomes a new agreement. Chairman David Archibald asked about the supplemental funding for Essex Ag, specifically if this is expected to continue. Town Manager Angus Jennings recommended a placeholder article for Special Town Meeting in the Fall due to the number of variables involved. Town Manager Angus Jennings discussed the potential initiative of adopting a Town Charter to more clearly define the form of Town government.

- J. Request for Board authorization for employee lodging and meals expenses to attend MMA Conference.

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker, invoking the rule of necessity, to approve expenditure for Selectman Richard Parker’s meals and lodging expenses to attend MMA Conference

Yes 2, No 0.

- K. Meeting minutes: December 18, 2019; December 9, 2019.

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to approve the minutes as written.

Yes 2, No 0.

Town Manager Updates

- L. Construction updates: water capital projects (Brake's Hill Tank; wellfield chemical building)
- M. 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
- N. Notification of additional FY20 Chapter 90 funds (\$21,491) to support additional paving next summer
- O. Updates on active and pending projects
- P. Follow up meeting assignments
- Q. Placing items for future agendas

Chairman David Archibald made a motion which was seconded by Selectman Richard Parker to adjourn the meeting at 9:14 p.m.

Yes 2, No 0.

Respectfully submitted, Jennifer Walsh

Approved by Board of Selectmen 3-0 on January 21, 2020