



**Town of West Newbury  
Board of Selectmen  
Monday, July 22, 2019@7pm**

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

381 Main Street, Town Office Building

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

**Minutes of Meeting**

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

The Meeting was called to order at 7:21 p.m.

**Announcements:**

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Hot weekend ahead! Public Safety Building open 24/7 as cooling location if temps get too high. Officers can provide transportation assistance. Stay cool! If you need help, call Public Safety Dispatch 363-1213
- Roundtable discussion on Gov. Baker Climate Change Adaptation proposal, July 24 at 2pm, Salisbury
- "Drawing from our Past: A Tri-Town Tape Art Festival." Up and running now through Aug. 3<sup>rd</sup>. Pageant Day July 27<sup>th</sup> at 1pm at Pentucket Middle School. More info at [www.pentucketarts.org](http://www.pentucketarts.org)
- FY20 Senior Tax Work-off Program: interested residents contact Theresa Woodbury at COA
- FY20 Assessors' inspections for personal property and property data now underway
- Preconstruction meeting on Sullivan's Court July 23, 2019 at 9:00 a.m. at the Intersection of Sullivan's Court and Whetstone – road to be paved.
- Community Bandstand Summer Concert Series! Every Thursday through August 29<sup>th</sup> 6:30-8pm, Rain or Shine! July 25<sup>th</sup> The Mark Marquis Group. All performers listed on Town website (events calendar).
- Passing of Woody Cammett – Amesbury Lions Club person of the year and contributions to West Newbury including the Little League Field.

**Regular Business**

- A. Brake's Hill Water Tank/Hilltop Circle: discuss truck traffic flow, potential on-street parking restrictions
- Discussion took place regarding the progress on this construction project.
- Work on the 12 inch water main has begun. Wayne Amaral, DPW Director discussed the flow of traffic being counter clockwise and stated that the material deliveries will vary in frequency. Bob Janes presented photos of the work to the Board. Forbes Durey a resident of the neighborhood described conditions such as trees needing pruning for a line of sight and that the fiber optic is very shallow in that area. Angus Jennings, Town Manager suggested that the second right on Robin Road should be taken not the first. Wayne Amaral also suggested the following:
- 1.) Steel Trucks (Tractor Trailer) go in a counter clockwise direction.
  - 2.) Advisory speed limit sign of 20 mph.
  - 3.) Children at Play sign.
  - 4.) No parking around circle weekdays from 7:00 a.m. to 5:00 p.m.
- It was decided that all traffic should be counter clockwise. Copy of estimated project schedule was mailed to the abutters and is contained in the Agenda Packets.

- B. Request for appointment of Carol Decker as Associate member of Open Space Committee

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Carol Decker as an Associate Member of the Open Space Committee with a term ending June 15, 2020.**

**Yes 3, No 0.**

- C. Discussion of potential location to bury Bicentennial time capsule - *Bicentennial Committee*

**Item Tabled**

- D. Historical Commission notice to Board of Selectmen re proposal to create National Historic Districts

Angus provided a description of this project. Properties and Districts are contained in the Agenda Packets.

- E. Update on CPC review of Carr Post funding proposal; and Town Manager report on estimated level of service impact of potential budget allocations to fund Carr Post architectural and engineering services

Source of Funding, estimated Design time schedule, Community Preservation Committee application and Minutes of Meeting for the Carr Post Building Committee are contained in the Agenda Packets. The estimated cost of the design work is \$30,000.00

- F. Carr Post Building Committee: composition and Committee charge

Chairman David Archibald read a copy of the Draft Charge of this Committee. Discussion took place regarding the potential uses of the building. Discussion took place regarding setting up a gift Account for this project. Town Counsel Michael McCarron stated that contributions to the gift Account would be tax deductible as there would not be a service in return.

**Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to create a Committee of 5 members.**

**Yes 3, No 0.**

**Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to Reappoint Robert Janes, Marlene Switzer and Rick Atwater to the Carr Post Building Committee With a term ending June 15, 2020.**

**Yes 3, No 0.**

- G. Request for declaration of ACO van as surplus with authorization to dispose pursuant to MGL Ch.30B

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to dispose of the ACO van at the highest possible value.**

**Yes 3, No 0.**

- H. Review and approval of lease renewal: portion of Town Hall to The Learning Tree for FY20 and FY21

Copies of the Lease and Exhibits are contained in the Agenda Packets.

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve Lease Renewal with The Learning Tree for FY 20 and FY 21 keeping Exhibit B as part of the lease.**

**Yes 3, No 0.**

- I. Continued review of FY18 Audit and Management Letter

Discussion took place regarding the Audit and Management Letter from the Town's outside Auditor. Chairman David Archibald read a statement outlining that while one subscriber to the Town's Health Insurance was behind in payments several employees had over paid premiums due to a change in the Town's contribution rate which amounts were almost equal for a period of time. This issue came to light during the Town's Audit. The amounts that were over paid have been returned to the effected employees and the subscriber who owed the town has now paid the amount due the town in full. Angus reported that Internal Controls have been substantially improved. He requested that a policy be adopted with specific time provisions for timely notices should any subscriber fall behind in payments in the future.

- J. Policy goals for FY20 and discussion of goal-setting process with Departments/Boards/Committees

Angus provided a verbal update on this subject and is working on a draft letter.

### **Town Manager Updates**

- K. Letter from Attorney General July 18, 2019, approving bylaw amendments from Annual Town Meeting

Copies of documentation are contained in the Agenda Packets.

- L. Update on FY20 finance office work: updates to property/casualty insurance schedules; changeover to new accounting software and chart of accounts; initial Auditor visit, July 17 and 18; work underway on updated OPEB Actuarial Valuation

Angus provided a verbal update. Copies of documentation are contained in the Agenda Packets.

- M. Review of draft Fall Town Meeting schedule

Angus provided a verbal update of known meeting items. A draft copy of the Calendar for the Fall Town Meeting is contained in the Agenda Packets.

N. Upcoming meeting of Personnel Advisory Committee

Memorandum from the Town Manager, draft letter, Payroll Change Form and Human Resources Best Practices are contained in the Agenda Packets. Angus is seeking the Board's input and validation that these are legitimate areas where clarification is needed. There appear to be inconsistencies in policies and job descriptions and other housekeeping items that all need to be brought into alignment.

O. Notification from Open Space Committee re Commonwealth approval of 2018 Open Space & Rec Plan

Informational. Copy of State Approval notification contained in Agenda Packets.

P. Updates regarding Municipal Vulnerability Preparedness grant award and initial steps

Informational. Copies of Grant Award Letter and documentation are contained in the Agenda Packets. Angus and Michael McCarron are looking for the Board's direction. Currently this is a working group of volunteers to fulfill a grant. They question whether this is a committee as the members have not been appointed by anyone.

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

- 1.) Complaints received regarding the Memorial Day Parade.
- 2.) Corresponding with the City of Newburyport - joint meeting regarding the bridge project and Memorandum of Understanding.

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker  
To adjourn the meeting at 10:13 p.m.**

**Yes 3, No 0.**

**Respectfully submitted, Mary DiPinto**

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