



**Town of West Newbury
Board of Selectmen
Tuesday, January 22, 2019 @ 6pm
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting**

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WEST NEWBURY, MA
2020 APR -1 AM 9:10

Open Session: 7pm in the First Floor Hearing Room

The meeting was called to order at 7:06 p.m. by Chairman Glenn Kemper.

Present at the Meeting:

- ❖ Board of Selectmen: Glenn Kemper, Joseph Anderson and David Archibald
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ WorleyParsons Director of Smart & Energy, Tristan Jackson
- ❖ WNEAC; Chair, Elizabeth Callahan and Member, Richard Parker
- ❖

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet
- Moment of silence for Kenneth “Kip” Berkenbush, 1942-2019
- Mill Pond Winter Carnival, Sunday February 10, 2019 from 11am to 3pm. All are welcome!
- 2019 Volunteer Opportunities are still available, check out the list of committees with openings on the town’s website at www.wnewbury.org.
- Proclamation Commemorating Town of West Newbury School Choice Week
- Town Clerk applied for and received \$2,375.88 as an early voting expenses reimbursement plus a \$400 grant from the State for conducting early voting hours on the weekend.
- Bicentennial Committee:
 - a. Black-Tie Gala Celebration, Saturday, February 23rd 6pm to 11pm @ Groveland Fairways
 - b. Bicentennial Committee is buying a block of tickets for Red Sox Day at Fenway Park for August 9, 2019. If interested, please contact the committee via email at wnbirthday@wnewbury.org.
 - c. West Newbury Birthday Party and Birthday cake contest, February 24th 2pm to 6pm at the Pentucket Middle School

Regular Business

- A. Presentation of West Newbury Municipal Campus Microgrid feasibility and planning study – *Energy Advisory Committee with Advisian / WorleyParsons*

Tristan Jackson of Worley/Parsons gave a presentation of the results of the West Newbury Campus Microgrid feasibility and planning study which was carried out over three months and included analysis of all building load data, site temperature and weather data, state and federal incentives, utility costs, financing options and the full range of applicable technologies. A complete report is contained in the agenda packet. The study was funded by a grant sought by the Town with the support of WNEAC and provides the Town with key considerations for modelling and planning the MCM. The next step would be to engage key stakeholders in weighing the options and developing an approach to the project. It is possible that partial MCM funding sources will become available through other programs offered by the Commonwealth. WNEAC will continue to evaluate the findings for further discussion.

B. Energy Advisory Committee request to consider Municipal Vulnerability Preparedness (MVP) Grant

WNEAC Chair Liz Callahan explained the Municipal Vulnerability Preparedness (MVP) Grant opportunity through the Executive Office of Energy & Environmental Affairs. Grant announcement is contained in the agenda packet. Deadline to apply is May 3rd and will require outreach and letters of support from community stakeholders. MVPC would help with the application and facilitating the workshops; however, some contribution would be necessary from the Town, including allocation of staff resources/time. Research is needed to get a better understanding of what amount of support from the Town is necessary for this undertaking before a decision can be made.

C. Discussion of PRSD Regional Agreement and School Committee work on draft Contingency Plan

Town Manager Angus Jennings announced there will be a joint meeting with officials from Groveland, Merrimac and West Newbury on January 24th to discuss contingency planning and the PSRD Regional Agreement as well as the Middle/High School Building Project. A Draft of the Agreement with proposed language changes is contained in the agenda packet. Selectman Archibald noted concern about the language to Section XII as it relates to the charge of the Regional Finance Advisory Committee. Selectman Anderson added that getting the Middle/High School Building Project passed is the highest priority for the Board.

D. Request for Appointment: Wayne Amaral for Emergency Management and Deputy ADA Coordinator responsibilities

Motion was made by Selectman Joseph Anderson to appoint Wayne Amaral as Emergency Management and Deputy ADA Coordinator. Seconded by Selectman David Archibald.

Yes 3, No 0

E. Review of proposed revisions to Policy on Rental of Town Facilities

Town Manager Jennings reviewed the proposed changes to the policy on rental of Town facilities. The first is to reduce the insurance requirements from \$1M incident/ \$3M aggregate to \$1M/\$2M, respectively. Second is to clarify the Board's position on renting out Town Annex and Old Town Hall to non-residents for birthday parties, receptions, anniversary parties and the like; and, to clearly reflect the Board's intent in the policy. Chairman Archibald asked if \$2M aggregate is adequate for equestrian events. Chairman Kemper suggested that the Insurance Company be made aware of all potential uses of Town facilities including equestrian and to take the recommendation of the Insurance Company.

Motion was made by Selectman Joseph Anderson to reduce the insurance requirements from \$1M incident/\$3M aggregate to \$1M/\$2M, respectively contingent on the Insurance Company being made aware of all potential uses of Town facilities, seconded by Selectman Glenn Kemper.

Yes 3, No 0

Discussion: The Board confirmed that it is their intent to not allow the rental of Town Annex or Old Town Hall to non-residents for birthday parties, anniversaries, etc.; and, directed Town Manager Jennings to update the policies to clearly reflect this.

- F. Review of future meetings: potential joint Board of Selectmen/Planning Board meeting Feb. 5th, 2019

Chairman Glenn Kemper expressed appreciation for the invitation and suggested a meeting date of February 4th to include input from Town Manager Jennings who has a conflict on February 5th.

Town Manager Updates

- G. Clarification of warrant closing date and format/status complete of proposed articles

Town Meeting Warrant closes on February 18th at 9:00 p.m.

- H. Discussion and request for policy direction regarding potential Mailbox Policy

Town Manager Angus Jennings urged the Board to create a written Mailbox Policy in order to enable his office and DPW personnel to act, and budget, in accordance with an adopted policy. Discussion took place and the Board stated that reimbursement should be capped at \$50.

- I. Cont. review of Georgetown Road/Crane Neck Street Intersection Re: Zig-Zag Striping

Town Manager Angus Jennings shared a request that came in from a resident offering a suggestion to add Zig-Zag Striping at the intersection of Georgetown Road/Crane Neck Street; however, this striping treatment is not part of MUTCD and Town Counsel has cautioned that the Town would be exposed to liability in the event of an accident causing damage to life or property.

- J. Update on Selectman and Town Manager attendance at MMA Annual Meeting, Jan. 18-19 in Boston

- K. Follow up meeting assignments

- L. Placing items for future agendas

Motion was made by Selectman Joseph Anderson, seconded by Selectman David Archibald to adjourn the meeting at 9:50 p.m.

Yes 3, No 0

Respectfully submitted, Jennifer Walsh

Approved by Board of Selectmen 2-0-1 (Parker abstained) on 3-30-2020