



Town of West Newbury
Board of Selectmen
Monday, March 25, 2020 @ 4pm
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2020 APR 15 AM 10:32

Open Session: 4pm by remote participation (see below)

Addendum to Meeting Notice regarding Remote Participation

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the West Newbury Board of Selectmen will be conducted via remote participation to the greatest extent possible.

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of West Newbury website, at www.wnewbury.org. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

GoToMeeting

Phone: (872) 240-3311

Access Code: 165-640-541

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of West Newbury website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as practicable after the meeting.

The meeting was called to order at 4:14 p.m. by Chairman David Archibald.

Participation at the Meeting:

- ❖ Board of Selectmen: David Archibald, Glenn Kemper and Richard Parker
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Assistant to Town Manager and Finance Department, Jennifer Walsh

Regular Business

- A. Review of proposed policies regarding coronavirus/COVID-19 protocols

Chairman David Archibald reviewed the new regulations for trash and recycling. All trash and recyclables, including cardboard, must be in barrels. Our vendor G. Mello will not pick up any loose material including cardboard due to the fact that COVID-19 can live on a variety of surfaces. He also recommended that everyone read the Board of Health COVID-19 update that is posted to the Town's website containing valuable information on how to protect yourself and others

The Board of Selectmen met in emergency session on March 18, 2020 to establish guidelines and policies that will help to reduce spread of the virus while allowing town government to continue operations. A summary of actions taken is contained in the agenda packet. These limitations were set through a specified date and the purpose for tonight's agenda is to review and extend the policies.

The Board also reviewed the town-posted closures of town playgrounds, play structures and basketball courts in the ongoing efforts to help prevent the spread of COVID-19. Athletic fields are closed to group gatherings and sporting activities/events. Town parks remain open and residents are encouraged to continue using public, open spaces with their facilities while practicing the CDC guidelines for social distancing and hygiene.

Motion was made by Selectman Richard Parker to extend limitations indefinitely and to allow the Town Manager to review conditions weekly and make the determination on when to lift the restrictions, seconded by Selectman Glenn Kemper.

Discussion: Selectmen Glenn Kemper brought forward the question of postponement of Town Meeting and Town Election. Town Manager Angus Jennings informed the Board that a joint meeting of the Finance Committee, Moderator, Board of Selectmen, Town Manager and Town Council is set for Monday, March 30, 2020 and among items for discussion will be potential postponement of Town Meeting and/or Town Election.

Yes 3, No 0

Further Discussion: Town Manager Angus Jennings informed the Board that the work-from-home policy is an ongoing process with each of the Department Head's to assign employees work based on what can be done remotely and defining what of their job is essential. He is working with Town Accountant/Business Manager Stephanie Fronteira and Town Clerk/Town Council Michael McCarron to develop HR best practices and put forth a short-term Telecommuting Agreement. (A draft of the agreement is contained in the agenda packet) He asked the Board if they agree and want to vote the Agreement or if his office has the authority to put it out.

Motion was made by Selectman Glenn Kemper to support the Town Manager's authority in putting out a Telecommuting Agreement with any employee working from home, seconded by Selectman Richard Parker.

Yes 3, No 0

B. Meeting minutes: March 16, 2020; March 18, 2020.

Draft minutes are contained in the agenda packet.

Motion was made by Selectman Glenn Kemper to approve the minutes of March 16, 2020 as written, seconded by Selectman Richard Parker.

Yes 3, No 0

No action was taken on the minutes of March 18, 2020

C. Follow up meeting assignments; and placing items for future agendas

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to adjourn the meeting at 4:48 p.m.

Yes 3, No 0

Respectfully submitted, Jennifer Walsh

Approved by Board of Selectmen 3-0 on 4/13/2020