

**Town of West Newbury**

**Board of Selectmen**

**Monday, June 24, 2019**

**First Floor Hearing Room**

**The meeting was called to order at 7:12 p.m.**

Those in attendance were Chairman David Archibald, Selectman Richard Parker, Town Manager Angus Jennings, Town Clerk/Town Counsel Michael McCarron, Brad Dore, Architect Project Manager, Robert Janes, Blake Seale, Thomas Fahey, Courtney Lucey, Kristen Shikes, Wendy Reed and Judy Mizner Conservation Commission members, and Jennifer Solis.

**Announcements**

- 1.) This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- 2.) Information regarding the U.S. Dept. of Labor Veterans' Employment and Training Service (VETS) is available at the Senior Center.
- 3.) Community Bandstand Summer Concert Series which began June 13, 2019 continues until August 29, 2019 6:30 to 8:00 p.m. Performers are listed on the Town of West Newbury website (events calendar).
- 4.) Bicentennial Events are July 6-July 13, 2019. Volunteers are needed for the planned events. Details are available on the Town of West Newbury website events calendar.
- 5.) West Newbury Day at Fenway Park – Friday, August 9, 2019, Red Sox vs. Angels. Tickets are still available.

**Regular Business**

**A.) Jeffrey Durand has been appointed West Newbury Police Chief** and has executed a contract with the Town.

**B.) Joint meeting with the Board of Health for appointment of Interim Member of the Board.**

Bob Janes thanked Kimberly Cole for her 14 years of service to the Town. **He nominated**

**Thomas Fahey as an Interim Member until the next Election. Motion was made by Selectman**

**Richard Parker, seconded by Selectman David Archibald to nominate Thomas Fahey to the Board of Health.**

**Board of Selectman Yes 2, No 0, Absent 1.**

**Board of Health Yes 2, No 0.**

**C.) Request for Special Event Permit, Apple Harvest Road Race, October 5 and 6, 2019.**

The Liquor License Permit would be for the night before the race for a spaghetti dinner.

Co-Director Christina Gentile will be meeting with Police Chief Jeffrey Durand on July 5, 2019 to advise about the race and seek his written approval that proper safety measures have been met.

**Motion made by Chairman David Archibald, seconded by Richard Parker that the permit be granted with the stipulation that the Chief of Police and Fire Chief approvals are obtained as well as approval of the Liquor License Permit.**

**Yes 2, No 0, Absent 1.**

**D.) Requests for Street Opening Permits: 2 Hilltop Circle; 7A Archelaus Hill Road, Tyler**

**Nardone. Motion was made by Chairman David Archibald, Seconded by Selectman**

**Richard Parker. Yes 2, No 0, Absent 1.**

**E.) Request for Line Item Transfer: Assessing \$400.00 from Vehicle Allowance to**

**Personnel/Salaries. Motion made by Selectman Richard Parker, Seconded by Chairman**

**David Archibald. Yes 2, No 0, Absent 1.**

**F.) Update on meeting with Middle/High School architect, and**

**Building/Planning/Conservation Personnel from West Newbury and Groveland; review of draft Memorandum of Understanding regarding permitting, inspection costs.**

Discussion took place regarding the hours over and above the normal business hours of Glenn

Clohecy, Inspector of Buildings and other members of the Inspectional Services Department some of whom work on a part time basis for the Town. Brad Dore, Architect/Project Manager spoke of the intent to make the required inspections cost neutral to the Town. This project involves the inspectors as well as the Conservation Departments from both West Newbury and Groveland. Normally municipal projects are exempt with the exception of large school projects. Funds paid by the school will be paid into an escrow account to cover the costs of permitting and expenses related to the project. A copy of a Memorandum of Understanding regarding these fees between the Town of West Newbury and the Pentucket Regional School District has been drawn up to address the fees/costs of this project to the Town.

#### **ITEM MOVED UP**

##### **J.) Review and approve FY 20 employee wage schedule.**

Wendy Reed and Judy Mizner, Conservation Commission members for the town interviewed two candidates for the Conservation Agent position. They are requesting a salary of \$25.27 for 20 hours per week for the Conservation Agent salary as of July 1, 2019. Funds to pay this amount are available in their budget.

**Motion by Selectman Richard Parker to set the salary for the Conservation Agent at \$25.27 as of July 1, 2019, seconded by Chairman David Archibald.**

**Yes 2 No 0 Absent 1**

#### **REVERT BACK TO REGULAR AGENDA**

##### **G.) Proposed FY 20 Harbormaster Intermunicipal Agreement with the Town of Salisbury.**

Angus Jennings, Town Manager and Brad Dore of the Harbor Committee spoke of the changes in the new agreement. There is an increase in expense from \$6,000.00 to \$8,000.00. This increase can be absorbed with the Waterways Fees. There are some changes in this agreement. There will be a presence on weekends. Tickets will be enforced. Salisbury will also house the boat which frees the up the garage for other town needs.

**Motion was made by Selectman Richard Parker to approve the Intermunicipal Agreement, Seconded by Chairman David Archibald.**

**Yes 2 No 0 Absent 1**

**H.) Proposed FY 20 Animal Control Services Intermunicipal Agreement with the City of Newburyport.**

This agreement has been in place for several years and has been working well. The subject of indemnification arose. Town Clerk/Town Counsel Michael McCarron stated that when doing work for the town this position is considered an employee and is covered by West Newbury's insurance.

**Motion made by Selectman Richard Parker to approve the Intermunicipal Agreement with the City of Newburyport, seconded by Chairman David Archibald.**

**Yes 2, No 0, Absent 1**

**I.) FY 20 Committee Appointments**

***Historic District Commission***

**Motion made by Selectman Richard Parker, seconded by Chairman David Archibald to appoint the following persons to a term expiring 6/30/22:**

**Jeffrey Clewley, Jack Alden and Judy Adolphson.**

**Yes 2, No 0, Absent 1**

***Mill Pond Committee***

**Motion made by Selectman Richard Parker, Seconded by Chairman David Archibald to change the status of Robin Pendergast on the committee to a 3 year voting member term expiring 6/15/22.**

**Yes 2, No 0, Absent 1**

***Capital Improvements Committee***

This Committee has an opening for an at large member due to Dougan Sherwood leaving the Committee.

### *Harbor Committee*

**Motion made by Selectman Richard Parker, seconded by Chairman David Archibald to appoint Brian Richard as an alternate member with a term expiring 6/15/20.**

**Yes 2, No 0, Absent 1.**

### *Energy Advisory Committee*

**Motion by Selectman Richard Parker, seconded by Chairman David Archibald to appoint Elizabeth Callahan to a term ending 6/15/20.**

**Yes 2, No 0, Absent 1**

### *Carr Post Committee*

**Motion made by Selectman Richard Parker, seconded by Chairman David Archibald to appoint the following persons to the committee term expiring 6/15/20:**

**Robert Janes**

**Marlene Switzer**

**Richard Atwater, Jr.**

**Yes 2, No 0, Absent 1**

### *Registrars of Voters*

**Town Clerk Michael McCarron reported that Elise Hendricks resigned her term on this board. Motion by Selectman Richard Parker, seconded by Chairman David Archibald to appoint Peg Duchemin to the Board of Registrars.**

**Yes 2, No 0, Absent 1**

**Both the opening on the Board of Registrars and the Capital Improvements Committee will be posted on the town's website for those interested in serving. Town Clerk Michael McCarron also noted that the application for the Board of Registrars is also on the website.**

**J.) Review and approve FY20 employee wage schedule.**

Wendy Reed and Judy Mizner, Conservation Commission members interviewed two candidates for Conservation Agent. Discussion took place regarding the qualifications and background of the candidate. The Conservation Commission members requested the Board of Selectman's approval to hire the new Conservation Agent at a salary of \$25.27 per hour for a 20 hour week as of 7/1/19.

**Motion was made by Selectman Richard Parker, seconded by Chairman David Archibald.**

**Yes 2, No 0, Absent 1.**

**K.) Proposal to establish Tree Committee and review of draft charge.** This item was tabled until the July 15, 2019 meeting.

**L.) Request for authorization to seek Pennies for Poverty Grant – Council on Aging.** Motion was made by Selectman Richard Parker, seconded by Chairman David Archibald to approve the request to seek the grant.

**Yes 2, No 0, Absent 1.**

**M.) Review of Special Town Meeting Proposal to fund updated Pictometry aerial imagery/data. (Merrimack Valley Planning Commission) Motion to support a Town Meeting Article, or otherwise support the appropriation of funds of an estimated expense of \$7,186.00 was made by Chairman David Archibald, seconded by Selectman Richard Parker.**

**Yes 2, No 0, Absent 1.**

**N.) Updates on active projects, esp. current through end of FY 19, (June 30, 2019)** Town Manager Angus Jennings gave an updated report on the active goals and projects. Chairman David Archibald asked about the status of the Landfill project. Angus Jennings reported that the Board of Health requested a Line Item transfer from the Finance Committee as well as the Board of Selectman to fund the additional testing the DEP is requiring. Bob Janes reported that the plan calls for 15" deep main to vent the gases and groundwater is at about 3". Bob explained that the engineers will need to be consulted as to the best way to handle this situation. Bob also reported that there will be expense in the future to remediate this issue.

**O.) Request to place temporary sign proposed in front of Town Hall, July 6-11, 2019 by Pentucket Arts Foundation** for the "Past is Prologue" exhibit.

Jen Solis informed the Board that the sign is a "Sandwich Board". She also reported that someone would be there the entire time the exhibit is up.

**P.) Brake's Hill Water Tank, update on pre-construction meeting.** Town Manager Angus Jennings reported that many departments, contractors and subcontractors met for a pre-construction meeting. July 9, 2019 The waterline pipe to connect to Hilltop Circle will be installed. The roadway will be widened to prepare it for the traffic. In early October construction will begin on the steel for the tank and will extend 6 to 8 weeks. Next spring the painting will take place. The hours of construction will be from 7:00 a.m. to 5:00 p.m. Monday through Friday. Weekend or holiday work on the project will require special permits. The project engineers have been asked for a cash flow to be prepared when the reserves in the Town Accounts have been depleted and funds need to be borrowed.

#### **ITEM MOVED UP ON AGENDA**

**R.) Update on recent staff work and citizen correspondence regarding Carr Post Building.**

The Architect will update the data and cost estimates as their last visit was in 2014 as well as an opinion regarding a restoration plan. A request will be sent to the Community Preservation Committee for approval of administrative funds for this project. The town will be seeking realistic cost estimates to restore the building. The DPW will secure the building as bricks have fallen off the exterior.

## **REVERT BACK TO NORMAL ORDER**

**Q.) Updated design plan and cost estimates, Middle School Bridge.** The Engineers have issued updated conceptual design options with cost estimates. The Town Manager has been trying to get together with Newburyport for a meeting and has been unsuccessful. He believes that this project is not high on Newburyport's list and that funds have not been budgeted either. Also, there is the opportunity for a MassWorks grant in the STRAP category for Infrastructure improvements. Preliminary costs on this project are substantial. There is a deadline on this grant of August 9 for a public meeting. Selectman Richard Parker favors 1B which allows for one sidewalk. The Town Manager will make an effort to have a joint meeting with Newburyport to move this project along.

### **S.) Updates on planning for July Bicentennial events (esp. July 13 Family Field Day at Pipestave).**

There is a call for volunteers to assist with the events of the Bicentennial celebration. There is information on the town's website. Parking will be available at the 1910 Building as well as the Page School with shuttle transportation. A lot of planning is taking place within the administrative offices to assist the committee.

**T.) Update on pending submittal of MS4 Stormwater Management Plan to EPA on or before June 30<sup>th</sup>.** The Town of West Newbury is in the first year of a 5 year permit with the EPA. Wayne Amaral is working hard on limited resources and time budgeted for administrative work.

**Motion was made by Chairman David Archibald to adjourn the meeting, seconded by Selectman Richard Parker at 10:06 p.m.**

**Yes 2, No 0, Absent 1.**

**Respectfully submitted, Mary DiPinto**

**APPROVED BY BOARD OF SELECTMEN SEPTEMBER 16, 2019**

