



Board of Selectmen

Monday, December 14, 2020 @ 6:30pm

381 Main Street, Town Office Building

www.wnewbury.org

Minutes of Meeting

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2021 JAN 25 PM 1:54

Open Session: 6:30pm 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 23, 2020 Order imposing strict limitations 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:

Zoom Meeting

Phone: (646) 558 8656

Meeting ID: 913 6709 4464

Passcode: 969909

Join at <https://zoom.us/j/91367094464?pwd=Mk5abnpwSnBDTFF3elg1TWZvbFJ5Zz09>

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 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 6:54 p.m. by Chairman David Archibald.

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions above.
- Recognition of retirement of Treasurer/Collector Susan Yeames; welcome incoming T/C Kaitlin Gilbert
Treasurer-Collector Susan Yeames was thanked for her years of service to the Town. Angus Jennings, Town Manager, also gave background information regarding the incoming Treasurer-Collector Kaitlin Gilbert. Susan will work with Kaitlin for the balance of the month for transition.
- Call for FY20 Town Reports: Boards/Commissions/Committees
The final deadline for Town Reports is January 28, 2021 with submittal of earlier reports welcomed.
- Deadline for Community Preservation Committee proposals for Annual Town Meeting: January 2, 2021
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

Regular Business

- A. Request for appointment of Emmanuel Terrero as full-time Police Patrol Officer
Police Chief Jeffrey Durand gave background information in regard to Manny's previous work with the town. Discussion took place regarding this candidate with positive comments regarding his work.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Emmanuel Terrero as a Full Time Police Officer, effective immediately through June 30, 2021. Selectman Parker offered an amendment. His hours of work will be 11:00 p.m. to 7:00 a.m. unless other directives are given by Chief Durand. This amendment was given to clarify.

Yes 3, No 0.

Emmanuel is to serve a one year probationary period. Letter from Police Chief Durand and offer of employment Contained in the Agenda Packet.

- B. Request for waivers of 15-day notice requirement for Town Manager appointment of Kylie Kennedy and Nicholas Levesque as full-time Dispatchers

Town Manager Angus Jennings stated that these candidates were recommended by Police Chief Jeffrey Durand through his office.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to waive the 15-day notice for these two candidates.

Yes 3, No 0.

Town Clerk/Town Council Michael McCarron stated that the oath for part-time dispatch carries forward as these two individuals are currently serving in a part-time capacity and have already given oath.

Offer of employment to both candidates from Chief Durand are contained in the Agenda Packets.

- C. Wage rate request, Board of Library Trustees

Discussion took place regarding staffing at the Library with Corinn Flaherty and Wendy Reed of the Public Library. There has been a 27 hour per week employee that has been out since November 13. The current staff is stretched very thin at present. Staffing levels were discussed with Corinn Flaherty stating that at a certain point if any other employees are out, she may have to curtail hours of operation. Copies of budgeting information and employee work schedules are contained in the Agenda Packet as well as wages of other communities. There are funds in the budget to pay for this. Angus Jennings gave a summary of how the sick pool works. The Library employee who has been out for an extended time has been using sick pool hours and has exhausted all time due as per Personnel Policy. The position requested will be for at least 10 hours per week.

Motion was made by Selectman Richard Parker, Seconded by Selectman Glenn Kemper to approve the wage rate request of \$15.78 per hour for the Library Position.

Yes 3, No 0.

- D. Updates regarding coronavirus pandemic / COVID-19, including regarding vaccination working group

Informational releases and guidance from the Commonwealth of Massachusetts as well as correspondence from Health Agent Paul Seigny are contained in the Agenda Packets. The Anna Jaques Hospital has the capacity either in the Newburyport or Westwood, MA facilities to store the vaccine. Angus Jennings, Town Manager reported that a lot of work is underway regarding vaccination due to recordkeeping and planning that must take place. He also reported that the Health Agent is the lead person and the working group consists of the Town Manager, Public Safety Department, Emergency Management Agency, Public Health Nurse and a member of the Board of Health.

- E. Consideration of rescinding COVID-related residents-only parking restriction at Mill Pond / Pipestave

The Board of Health has recommended that the restriction on parking be rescinded. The current resident parking stickers are due to expire on December 31, 2020 and Health Department has a heavy workload

at the current time due to COVID responsibilities. Annie Sterling, Resident Services Administrator reported that there are currently 35 tickets with four from out of State and the balance from surrounding communities. Selectman Kemper suggested that the town could continue to recognize the 2020 parking permits in 2021. After much discussion the Board decided to continue or table this item until the next meeting to determine the Board of Health rationale on this matter. Parking Regulations and Traffic Rules for Pipestave Hill and Mill Pond Recreation Area as well as related communications are contained in the Agenda Packets.

F. Presentation of report/conclusions from the MVP process – *Municipal Vulnerability Preparedness Working Group*

Arthur “Chip” Wallace and Elisa Grammer represented this Working Group. Chip presented slides of the report from Horsley Witten Group, copy contained in the Agenda Packets. Potential grants were discussed and the state organization to award these grants is the Executive Office of Energy and Environmental Affairs. The Board asked questions regarding the placement of cell towers on town owned land and the potential for revenue generation. Town Manager Angus Jennings spoke of the Town of Westford, MA and their study of radio frequency analysis and “gap analysis” which took place in that community. This type of study would determine reception in the Town and which areas might need additional capacity. Elisa Grammer stated that this working group has grants management capability. Selectman Richard Parker discussed the point of Invasive Species Management. Elisa Grammer stated that Nancy Pau has a lot of experience in this area. Nancy reported that there is a lot of enthusiasm and people want to help and want to change social norms. In regard to food waste Black Earth Composting, a company located in Gloucester, MA provides this type of service to local communities. Angus reported that other communities have subsidized the cost of composting bins to promote the start of a program. Another benefit of this item would be reduced tipping fees.

G. Request to sponsor CPC proposal for painting of Old Town Hall – *Wayne Amaral, DPW Director*

Related communication from Wayne Amaral, DPW Director are contained in the Agenda Packets. The need for paint and new windows for this building were discussed. Selectman Parker stated that there will be a fall round of Green Communities competitive grants along with the Capital Improvements Committee of the Town. It was also suggested that this item be brought to the Historical Commission at the December 17, 2020 meeting.

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to support and authorize the Community Preservation Committee application to repaint the Old Town Hall.

Yes 3, No 0.

Town Manager Angus Jennings will send a completed CPC proposal to the Board.

H. Recap/discussion of recent Dec. 7, 2020 Goals Meeting with Boards/Commissions/Committees

A report of this item is contained in the Agenda Packets. Discussion took place with the Board believing that the meeting was worthwhile. Chairman Archibald stated that he believes a consultant is needed regarding Personnel Policy. Angus Jennings spoke of the need to make the time to address the issues of transition from Finance Director to Town Manager. Some of the lines of authority are not clear and create issues that need to be addressed to resolve problems when they arise. When asked what the next step in moving this item forward might be Angus stated that he believes that clarity, lines of authority and staff capacity issues need to be straightforward. He also stated that a project matrix is needed. He also stated that who is the head of the initiative, who is in a support role and those that need

to be kept in the loop would be helpful. He also stated that the staff is doing an excellent job and quality work is being produced.

I. FY22 budget message / policy direction

Reports, current trends as well as FY'20 Expense Turnbacks are contained in the Agenda Packets. Discussion took place regarding favorable Tax Collections; Massachusetts State Revenues are up and the Consumer Price Index is low at less than 1%. Chairman David Archibald stated that he would like to keep the budget increase lower than a normal year due to the unknown. He would like to see any expense increase exclusive of Schools at lower than 1.5%. Selectmen Glenn Kemper and Richard Parker agreed. Angus asked if the 1.5% is to be % of expenses which is tangible and a known number or % of tax rate impact which is based on an estimate. The board replied % of expense.

Motion was made by Selectman Richard Parker that the change in Operating Expenses be 1.5%. Motion was seconded by Selectman Glenn Kemper.

Yes 3, No 0.

Item 1 See Motion above.

Item 2 Same Language as previous year

Item 3 Same Language as previous year

Item 4 Evaluate \$500,000.00 be put into Capital Stabilization

Item 5 Propose to Appropriate Full Amount 100% of cost (was not done in FY'21 due to COVID)

Item 6 Same Language as previous year

Item 7 Same Language as previous year

Item 8 This item is to appear first in budget direction – COVID-19

Item 9 Propose a staffing structure

Item 10 Continue and expand on regional services opportunities

Item 11 Specify the individual, Board, Commission, Committee with authority to expend budgeted funds.

Angus reported that the Reserve Fund of \$60,000.00 is lean. The Board discussed increasing the Reserve Fund and reducing the Operating Budget.

After discussion Angus asked if the Board was on board with budget direction and all replied in the affirmative.

J. Liquor license renewals

Copies of License Renewal Applications, Fire Department Inspection Reports, Certificates of Liability Insurance and payment of License Fee to the Town for West Newbury Food Mart and GN Enterprises DBA West Newbury Pizza Co are contained in the Agenda Packets.

Motion was made by Selectman Glenn Kemper to approve the License Renewals, motion seconded by Selectman Richard Parker.

Yes 3, No 0.

K. Consideration to extend Children's Castle lease and set rent level for January – March 2021

Copies of Amendment and current contract are contained in the Agenda Packet.

Motion was made by Chairman David Archibald, seconded by Selectman Glenn Kemper to extend the lease by three months at rent of \$11,665.00 per month for the months of January through March, 2021.

Yes 3, No 0.

- L. Consideration to waive Children's Castle rent for July, 2020 (full) and August, 2020 (partial)

Copies of Correspondence as well as Invoice contained in the Agenda Packet.

Motion was made by Chairman David Archibald, seconded by Selectman Glenn Kemper to waive the July and a portion of the August, 2020 rent.

Yes 3, No 0.

- M. Consideration to waive Learning Tree rent for July and August, 2020

Copies of correspondence and Invoice are contained in the Agenda Packet,

Motion was made by Chairman David Archibald, seconded by Selectman Glenn Kemper to waive the July and August 2020 rent.

Yes 3, No 0.

- N. Schedule for Board of Selectmen meetings, first half of 2021

Copy of the Meeting Schedule for the balance of FY'21 is contained in the Agenda Packet.
The meeting dates will be posted and adjusted if necessary.

- O. Request for authorization to close Town Offices and Library early on Dec. 24 and 31, 2020

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to close the Town Offices and Library at 12:00 p.m. on December 24 and December 31, 2020.

Yes 3, No 0.

- P. Meeting minutes: November 16, 2020; November 2, 2020

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

Yes 3, No 0.

Town Manager Updates

- Q. Tax collections, YTD (FY21 relative to FY20)

This item addressed under Item I, reports contained in Agenda Packet.

- R. Update on anticipated process toward updating Personnel Policy

Posted Agenda on 12/10/2020 at the Town Offices and the Town's Official Website www.wnewbury.org

Copies of Correspondence regarding authority to appoint, Organizational Chart and Correspondence with Personnel Advisory Committee are contained in the Agenda Packet.
This item was discussed under Item H.

- S. Notification of participation in regional grant application, with MVPC and the City of Lawrence, to update the Merrimack Valley Region Multi-Hazard Mitigation Plan

Letter of support from the Town Manager is contained in the Agenda Packet.
Discussion took place as to errors and omissions in the existing hazard mitigation plan. It was suggested that if any errors are known that this information be sent along.

- T. Follow up meeting assignments; and placing items for future agendas
Selectman Glenn Kemper suggesting meeting one or more times on the Town Manager contract with a target date of completion by months end.

Additional Action:

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve all existing Class III used car licenses with the same terms contingent upon receiving all appropriate paperwork and authorize the Town Manager to execute the Licenses.

Yes 3, No 0.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to adjourn at 10:13 p.m.

Yes 3, No 0.

Respectfully submitted, Mary E. DiPinto

Approved by Board of Selectmen 3-0 on 1-19-2021 as amended.