



**Town of West Newbury
Board of Selectmen
Monday, January 4, 2021 @ 7:00pm
381 Main Street, Town Office Building
www.wnewbury.org
MINUTES OF MEETING**

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The Meeting was called to order at 7:03 p.m. by Chairman David Archibald.

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: 957 0449 4113

Passcode: 094716

Join at <https://zoom.us/j/95704494113?pwd=QmptbnZ0YUIzOEpuZEtSV2xTTnBuUT09>

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.

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.
- Thanks for so many generous donations to the West Newbury Food Pantry Gift Account!!!
- Christmas/Holiday Tree disposal – G. Mello one-time curbside pickup scheduled for January 8, 2021. In addition, a dumpster will be placed at the Recycling Center.
- Notice of upcoming programming at the G.A.R. Memorial Library – more details on Town website. A list of upcoming events is contained in the Agenda Packet.
- Call for FY20 Town Reports: Boards/Commissions/Committees. Boards, Committees and Commissions are requested to submit their Annual Reports as soon as possible.
- Angus Jennings, Town Manager reported that the Budget Deadline/timeline has not been finalized. Warrant requests are not closed at the present time.
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>
- Red Cross Blood Drive January 12, 2021 at the Annex Building.

Regular Business

- A. Request for appointment of Jen Pepper to Cultural Council

Jennifer Pepper gave the Board her background information. Angus Jennings, Town Manager reported that the Chairperson of the Cultural Council gave a favorable recommendation of Jen's appointment. Application for appointment contained in Agenda Packet.

Posted Agenda on 12/30/2020 at the Town Offices and the Town's Official Website www.wnewbury.org

Motion was made by Selectman David Archibald, seconded by Selectman Richard Parker to appoint Jennifer Pepper to the Cultural Council with a term ending June 30, 2021.

Yes 2, No 0, Absent 1 (Kemper)

- B. Updates regarding coronavirus pandemic / COVID-19, including regarding CARES Act extension

Angus Jennings, Town Manager reported that the deadline for the CARES act has been extended from December 30, 2020 to December 31, 2021. Memorandum from the A & F Federal Funds office contained in the Agenda Packet.

- C. Presentation of FY19, FY20 Audits – *Tony Roselli, Roselli, Clark & Associates CPAs*

Tony Roselli of Roselli, Clark and Associates provided the Reports of Fiscal Years 2019 and 2020. Copies of both Audit Reports and a slide presentation are contained in the Agenda Packet. The major points discussed were COVID-19, Economic Trends, the Town's Bond Rating, OPEB Liability, Pension Liability, Network Security, Challenges the Town is facing, 2019 Audit Findings and the subsequent turnaround and future solutions. Discussion took place regarding the reports. Tony suggested that the Town have a conversation with the actuaries regarding OPEB (discount rate). More funding toward the Pension Liability Fund was also suggested. With employees working remote it was suggested that Network Security be reviewed. No vulnerabilities were noted but it was suggested that employees be trained/reminded of security measures to protect systems.

- D. Request for authorization to submit DFS grant to support purchase of Jaws of Life – *Fire Chief Dwyer*

(This item was moved up and preceded item C).

Michael Dwyer, Fire Chief made a request of the Board seeking approval to apply for a Fiscal year 2021 grant from the Executive Office of Public Safety – Department of Fire Services Grant. These funds, if approved would be for Firefighter Safety Equipment Grant Program. The Town could qualify for up to \$10,000.00. The funds would be used to replace the Jaws of Life rescue tools which cost approximately \$35,000.00. This purchase would replace the older hydraulic tool with the newer battery powered model. If successful this grant would help offset the cost of the replacement. Chief Dwyer also noted that the grant if successful would allow the Town the opportunity to purchase this tool past July 1, 2021. When asked about the administrative work that may be necessary to support this grant Chief Dwyer replied that there would not be much paperwork involved.

Motion was made by David Archibald, seconded by Selectman Richard Parker to authorize the Chief of the Fire Department to apply for this grant to purchase Jaws of Life equipment.

Yes 2, No 0, Absent 1 (Kemper)

- E. Request to accept trail easement for Drake's Landing development – *Cottage Advisors*

Angus reported to the Board that acceptance of this easement is a requirement of the permit condition imposed by the Planning Board. The developer submitted the form of easement which was reviewed by Michael McCarron, Town Counsel. He also reported that the Building Inspector and Conservation Commission did not have any concerns regarding acceptance. Copies of related departmental emails and Grant of Trail Easement are contained in the Agenda Packet.

Motion was made by Selectman Richard Parker, seconded by Selectman David Archibald that the Trail Easement for Drake's Landing Development be accepted as it currently exists.

Yes 2, No 0, Absent 1 (Kemper)

F. Review of COVID-related parking restrictions at Mill Pond / Pipestave (*cont'd from 12/14*)

Discussion took place with Paul Sevigny, Health Agent and Blake Seale Board of Health Member. Angus Jennings, Town Manager gave a summation of the recommendation for restriction. Items of concern are COVID, Resident Parking Permits which expired in December and requiring that dogs be on leash. It was recognized that this is an administrative burden as the Health Department is currently heavily involved with COVID related issues. Paul Sevigny noted that when this area was closed it was early in the pandemic. Other areas have now reopened in the area and there is now a better understanding through such measures as requiring masks. Paul noted that notice was sent to all permit holders extending parking permits indefinitely. His office is still receiving calls daily and manpower is not available to address the calls. In addition, Angus is the arbiter for parking permit appeals. Paul stated that no matter what decision is made there would be issues but the Board of Health sees no health concerns. Blake suggested that masks be required, animals be kept on leash and clear signage be posted. The message will also be sent out via social media through email blasts and a Legal Ad in the newspaper. In addition, the Police Chief will be notified of this change.

Motion was made by Selectman Richard Parker, seconded by Selectman David Archibald to rescind the restriction of Parking to Residents only Parking.

Yes 2, No 0, Absent 1 (Kemper).

G. Discussion of resident concern regarding parking on Moulton Street near the reservoir

Copies of emails from Mike Walters to Angus Jennings, Town Manager along with photos of cars parked as well as a map of the area with suggested parking are contained in the Agenda Packet. Also in the packet are Police Chief and DPW comments.

Mr. Walters explained that he built a house in the Moulton Street area 16 months ago. Parking in this area had never been a problem and he has never had cars parked in front of his property in the past. Since February he feels that the situation has gone out of control. He stated that there have been up to 12 cars parked and that it has become a safety issue. His wife is disabled and he stated that his house was built to accommodate her needs. He is requesting a parking restriction. Selectman Parker stated that he did not feel that the areas suggested for parking by Mr. Walters were practical. He would like to drive by and take another look at the area. It was also suggested that Wayne Amaral, DPW Director look at the area for sign placement as well as alternative parking areas for residents who wish to use the trail. He could also discuss the issues with Mr. Walters when he looks at the issues of the area. Mr. Walters stated that he and his wife purchased the property for the view and accessibility. A site visit will be arranged within the next 10 days.

H. Middle Street Bridge updates and Notice of Intent filing with WN and Newburyport Conservation Comms

Angus Jennings, Town Manager reported that the quarterly report on this joint project with Newburyport is due January 6, 2021. He stated that the Notice of Intent with both Conservation Commissions has been submitted and stated that is a big step. There is no date set at the present time for a hearing but he estimates that it will probably take place on February 2, 2021. The Memorandum of Understanding has been signed and Michael McCarron, Town Counsel has reviewed this document and gives his approval.

Posted Agenda on 12/30/2020 at the Town Offices and the Town's Official Website www.wnewbury.org

Selectmen Archibald and Parker agree with Town Counsel. Michael McCarron suggested that the Board vote on the issue tonight.

Motion was made by Selectman Richard Parker, seconded by Selectman David Archibald to authorize the Town Manager to sign any permits or other documents necessary to effectuate the process.

Yes 2, No 0, Absent 1 (Kemper)

I. Discussion of FY22 budget schedule

Angus Jennings, Town Manager reported that there is no schedule at the present time. Policy Direction as updated and approved by the Board is contained in the Agenda Packet. Angus was asked if he was aware of any Warrant requests. He reported that there was nothing formal but he was confident he was aware of what might be proposed. There are 5 potential Community Preservation Committee proposals. Selectman Parker stated that there would be a submission for a High School Intern for Invasive.

J. Meeting minutes: November 30, 2020; December 7, 2020; December 14, 2020

November 30, 2020 Minutes be amended as follows:

Page 3, line 2 be changed from we can to we can not

Page 4, second paragraph second line be changed from Revenue to Residential.

Motion was made by Selectman David Archibald and seconded by Selectman Richard Parker to approve the November 30, 2020 and December 7, 2020 Minutes of Meeting as amended and to Table the Minutes of December 14, 2020 Minutes.

Yes 2, No 0, Absent 1

Town Manager Updates

K. Updates regarding Soldiers & Sailors Building design process and timeline

Copies of emails of updated progress on this project as well as information regarding potential energy savings vehicles are contained in the Agenda Packet. The Design Contract has been executed. A kickoff meeting occurred a week ago. Angus Jennings, Town Manager, Michael McCarron, Town Counsel and Procurement Officer, Wayne Amaral DPW Director and designees of the design team participated in a remote meeting. Angus reported that the Designer meeting notes came in late this afternoon and he will circulate them to the Board. Highlights of the meeting:

Developer's (Drake's Landing) obligation to do some of the site work will need to be revisited and reconfirmed as to what the obligation is.

Issues related to timing – the paving should be done after the building is restored to prevent damage to the newly repaved area with the Designer and the Civil Engineer with the Design team.

Selectman David Archibald suggested that an estimate be done of the dollar amount of the work that was promised by the Developer and placed in Escrow for future landscaping use.

Angus is currently working with Town Departments to determine that there will be no permitting issues and that the project proceeds on schedule. He is also exploring incentives available for energy efficiency.

Posted Agenda on 12/30/2020 at the Town Offices and the Town's Official Website www.wnewbury.org

L. FY21 tax rate and regional comparative data

Angus provided a table of comparative tax rate/valuation information as requested by the Board. A copy of this data is contained in the Agenda Packet.

M. FY20 OPEB actuarial report

A copy of the OPEB Actuarial Report is contained in the Agenda Packet. Discussion took place under Item C – Audits.

N. Discussion of schedule for completion of Electric Vehicle charging stations at 1910 Building

A power outage will take place to bring a new transformer to activate the stations. Buildings affected will be the 1910 Building, the Public Safety Complex, the Senior Housing units as well as the Senior Center Office. The Public Safety Complex has a backup generator. The 1910 Building could plan around an outage with Friday 12:00 p.m. closing being beneficial. The Senior Housing administration will work with whatever the Town decides. The Board and the Town Manager expressed concern and suggested delaying this action to protect the elders. A portable generator to power to these units while this work is in progress was suggested.

O. Notification of appointments: Christian Kuhn, Chief Assessor; Marie Felzani, temporary Clerical Assistant to Town Clerk

Memorandum from Town Manager regarding these appointments is contained in the Agenda Packet.

P. Revisions to job descriptions: Chief Assessor; Assessor's Clerk; Clerical Assistant to Town Clerk

Memorandum from Town Manager regarding these job descriptions is contained in the Agenda Packet.

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

Combined Sewer Overflow and Non-Point Source Pollution
Pipestave Parking

Motion was made by Selectman David Archibald, seconded by Selectman Richard Parker to adjourn the meeting at 9:54 p.m.

Yes 2, No 0, Absent 1 (Kemper)

Respectfully submitted, Mary E. DiPinto

Approved by the Board of Selectmen 3-0 on 3/15/2021