



**Town of West Newbury
Board of Selectmen
Tuesday, January 19, 2021 @ 7:00pm**
381 Main Street, Town Office Building
www.wnewbury.org
MINUTES OF MEETING

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2021 MAR 30 AM 9:24

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: 964 1795 5446

Passcode: 852749

Join at <https://zoom.us/j/96417955446?pwd=cCtBa0tMM3NPNIN1VDRZWUdoVTludz09>

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 7:13 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.
- Notice of upcoming programming at the G.A.R. Memorial Library – more details on Town website
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

Regular Business

- A. Updates regarding coronavirus pandemic / COVID-19, including approval as vaccination provider and related planning

Angus Jennings, Town Manager reported that the town has received notice of extension regarding the CARES Act to December 31, 2021. On January 6, 2021 the Town was approved by the Commonwealth of Massachusetts as an official provider for COVID vaccination. Paul Sevigny, Health Agent reported that Phase I has begun this past weekend with First Responders being vaccinated at the Newburyport Council on Aging with the regional team. This work is currently ongoing. The Board of Health is taking emails from qualified Phase I residents. A list is being compiled so the Health Agent can make sure that there is enough vaccine on hand. Phase II is a much bigger group of residents. The Council on Aging is conducting a survey with Seniors to identify the need. This phase will be a clinic to be run at either the Annex Building or the Schools. Angus stated that the \$45.00 for administrative fee is up to the Board of

Selectmen as to whether to charge. Where this is being done on a regional basis questions arose as to who benefits from the fee - the host community or the town. Questions also arose regarding the administrative burden this may cause. Paul stated that individual's information is collected in Prep Mod when residents are registered. Paul estimates that Phase II has a timeline of late February to early March. He noted that this timeline is fluid due to availability of vaccine from the Federal Government. Paul was asked if an individual can get their second dose of the vaccine at a different location. He explained that all information regarding a resident is recorded at time of the first vaccine and explained to the person. The one important issue is that the same vaccine be administered. He also explained that Pro Med is a separate team. (Copies of CARES Act extension and information on Vaccine from the Massachusetts Association of Health Boards contained in the Agenda Packet).

B. Request for authorization to apply for Mass Trails grant for proposed Mill Pond All Access Trail – *Open Space Committee*

Patricia Reeser of the Mill Pond Committee informed the Board that this committee wishes to pursue a Mass Trails grant. Copies of the project description are contained in the Agenda Packet. These funds if awarded would be used for planning for the creation of the trail. A Landscape Architect would be hired. The town must provide a matching portion and this committee intends to file an application with the Community Preservation Committee in the amount of \$30,000.00. Discussion took place regarding applying to the CPC for the full \$60,000.00 with a stipulation that application is being made for grant funds. Invoices must be paid and reimbursement is then received from the Commonwealth. Patricia stated that she has requested assistance from Brad Buscher from the Parks and Recreation Committee as he has prior experience with applying for grants. Brad also suggested grant possibilities with the state Executive Office of Energy and Environmental Affairs Parkland Acquisitions and Renovations for Communities (PARC) and Land and Water Conservation Funds. Also assisting is Ryan Goodwin from the Mill Pond Committee. Ryan stated that this would improve accessibility and create a more park style area. Patricia stated that Mill Pond is the most popular recreational area in town. Two proposals would be brought forward for input and ideas. The grant application deadline is February 1.

Motion was made by Selectman David Archibald, seconded by Selectman Richard Parker to support this grant application.

Yes 3, No 0.

C. Meeting with Historical Commission regarding Almshouse Cemetery – *Elisa Grammer, Bob Janes*

Elisa and Bob presented a slideshow containing photos of the condition of the area as well as providing the Board with any information regarding the cemetery. This Commission is seeking the assistance from the Board in a number of areas. Bob stated that they would like to clean the area up. The assistance needed would be having the DPW haul away brush and there are several dead trees in this area. There also needs to be a maintenance plan. Where it is difficult to know exactly where there are graves there needs to be a marker. There should also be a Preservation Restriction as it is not known exactly how many people were buried in this area.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to grant permission to all requests outlined tonight.

Yes 3, No 0.

- D. Approve date/time for 2021 Annual and Town Meeting and spring Special Town Meeting, and establish date for closing of Town Meeting warrants

Angus suggested that the Annual and Special Town Meetings be held on Saturday, May 22, 2021.
Deadline for closing of Warrant for Articles February 12, 2021.
Departments to submit budgets February 10, 2021.
Town Manager to present his budget March 1, 2021.
Finance Committee March and first part of April to review.
Warrant Closing May 7, 2021.

Selectman Kemper suggested deadlines on Articles of February 12 and submission to the Board at the February 22, 2021 meeting to give Angus time to process and submit to the Board for review.

The Board meeting of February 16, 2021 will be rescheduled to February 22, 2021

Motion was made by Selectman David Archibald seconded by Selectman Richard Parker to set May 22, 2021 as the Annual and Special Town Meeting with the time to be determined at a later date.

Yes 3, No 0.

- E. Update regarding FY22 budget schedule

Please see Item D above.

- F. Preliminary update on known/anticipated/potential Town Meeting warrant articles

Angus gave a summary of the known and anticipates warrant articles as follows:

- a.) Pipestave Water Tank interior rehabilitation – to be funded from Water Free Cash
- b.) Utility Revaluation – Assessors
- c.) OPEB Stabilization transfer in
- d.) Pension Stabilization transfer in
- e.) School Stabilization transfer out
- f.) Stormwater Bylaw if completed
- g.) Flood Plain bylaw amendment
- h.) Dog Waste Bylaw
- i.) Essex Agricultural & Technical School shortfall – (\$3,300.00) – Transportation costs were Not contained in the assessment. Selectman Archibald suggested, with all agreed, that this amount should be transferred from the Reserve Fund.
- j.) Intern for Invasive Species
- k.) Free Cash Transfer to offset the Tax Rate
- l.) Funding a study of the Page School for Capital Improvement needs
- m.) Capital Improvement bylaw
- n.) CPC anticipated proposal - Proposed acquisition of Coffin Street parcel – Greenbelt is sponsoring
- o.) CPC anticipated proposal - Phase III Historic Commission Property Survey
- p.) CPC anticipated proposal - Painting of Old Town Hall
- q.) CPC anticipated proposal – Proposed improvement to trail – Sullivan’s Ct Ext – Whetstone Greenway
- r.) CPC anticipated proposal – Mill Pond All Access Trail

Posted Agenda on 1/14/2021 at the Town Offices and the Town's Official Website www.wnewbury.org

G. Cont'd discussion of resident concern regarding parking on Moulton Street near the reservoir

Discussion took place with Mike Walters regarding parking in this area. Selectman Richard Parker, walked the area and found that suggestions made by Mr. Walters are not viable. He stated that the trail appears to cross through private yards and he had concern with boulders in the road and the potential liability. Police Chief Jeffrey Durand gave his opinion that parking on both sides of this road would not be a good idea. Mr. Walters stated that there are issues of public safety, water quality/water pollution and litter/dog feces. Residents Debby Deeley Culbertson stated that she has experienced courteous behavior from those using the area. Cathy Madden stated that she appreciates the work being done in an effort to resolve this issue. She stated that she would like to see people using the area clean up after their pets. The issue is taken under advisement as the feeling is that this has occurred due to COVID and that the situation will correct when life goes back to normal and other recreational outlets open.

H. Meeting minutes: December 14, 2020

Motion was made by Selectman David Archibald, seconded by Selectman Glenn Kemper to accept the minutes of meeting of December, 2020 with the following amendment as suggested by Selectman Richard Parker:

Page 72 of Agenda Packet, Item F – After “Invasive Species Management” the last sentence beginning with “Elisa Grammer stated” be inserted; and the sentence beginning with “Another benefit of this item” be placed at the end.

Yes 3, No 0.

Town Manager Updates

I. Middle Street Bridge updates

Angus reported that locally the project goes before the Conservation Commission on January 25, 2021. In Newburyport the project will go before the Conservation Commission on February 2, 2021. Applications for Federal Permits have also been submitted. Copies of documentation are contained in the Agenda Packet.

J. Notification of grant award: ADA self-evaluation and transition plan

Copies of grant award are contained in the Agenda Packet. The Building Inspector is the lead person on this work.

K. Work w Planning Dept/PB re adoption of regulations re inclusionary housing funds

Angus gave a brief update. Copies of information are contained in the Agenda Packet.

L. Updated financial policies: timesheets/payroll (final); others (draft)

This item is informational. Copies of the updated policy are contained in the Agenda Packet.

M. Revisions to job descriptions and FY21 wages: Assessor's Clerk

Angus provided an updated copy of the shared job description for the Assessor's Clerk which is contained in the Agenda Packet. He recommends an increase in pay rate for additional duties.

Posted Agenda on 1/14/2021 at the Town Offices and the Town's Official Website www.wnewbury.org

Motion was made by Selectman Richard Parker, seconded by Selectman Glenn Kemper to increase the hourly rate for the Assessor's Clerk by \$.75 per hour.

Yes 3, No 0.

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

- 1.) Millpond dredging and management
- 2.) MVP working group – Should this be designated as a Committee or continue with Ad Hoc status
- 3.) Pipestave Parking – 2nd meeting in February

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to adjourn the meeting at 9:55 p.m.

Yes 3, No 0.

Respectfully submitted, Mary E. DiPinto

Approved 2-0-1 (Kemper absent) by Select Board on 3-29-2021