

West Newbury Conservation Commission Meeting Minutes

Meeting date & place: 7:15 pm, December 10, 2020, Remote Participation via Zoom.

Members Present: Via remote participation Dawne Fusco, Wendy Reed, Margaret Hawkins. Conservation Agent Bert Comins and Judy Mizner (acting as Chair) present in Town Offices and participating remotely.

At the outset, Ms. Mizner read the following statement: “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 Conservation Commission will be conducted via remote participation to the greatest extent possible.”

Public Hearing on third party consultant policies

The Commission reviewed a new version of the policy concerning third party consultants, with suggested changes from Town Counsel and the Town Manager. Commission members agreed that the revisions serve to clarify or are editorial and do not change the Commission’s intent for the policy

No members of the public were present and no public comments were received.

By unanimous roll call vote, the Commission adopted the policy on third party consultants, as modified.

The Commission stated an interest in having a consultant on board and working to review the 28 Coffin Street delineation as soon as possible. Mr. Comins said that the applicants have not yet provided the full size hard copy plans that reflect changes resulting from their own peer review of the delineations. *Mr. Comins will contact the applicant about this to try to obtain the plans by Monday.* Mr. Comins said that at least 3 candidates have expressed interest and 2 appear to be especially promising.

The Commission generally agreed to manage selection of the consultant as follows:

- Criteria for selection include overall experience, experience with West Newbury and this Commission, their commitment to do the work themselves as opposed to delegating it, and their capacity (equipment, assistants, etc) to undertake such a large job.
- As soon as possible, Mr. Comins will provide the candidates with the applicant’s plans and submissions and will ask the candidates to submit a proposal (including resume) for the work, no later than December 21. The proposal will address such questions as how to address frozen soils, altered wetlands, access to satellite images and their hourly rate and estimated time for completion of the work.
- Commission members will submit to Mr. Comins proposed interview questions, and he will compile a list of questions.

- The Commission will interview candidates at the January 4, 2021 meeting, and will aim to select the consultant then.
- Mr. Comins will contact the applicant to report that the policy is in place and the process that will be used to select a consultant. He will also ask if the candidates could enter the property as an aid to their preparation of a proposal.
- Mr. Comins will work with the Town Accountant to develop an account for paying the consultant. This will be readied so that as soon as the consultant is selected, that person's name, address, amounts, etc can be used to complete the account set up and payments can start right away.

Next Meeting

December 21, 2020

Adjournment

The Commission adjourned at 7:42 pm.

Meeting Documents

Presentations and records associated with each matter identified, as included in Mr. Comins' files.

Respectfully submitted