



Town of West Newbury
Board of Selectmen
Monday, June 14, 2021
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2021 AUG -2 AM 10: 02

Minutes of Meeting

Open Session: 7:10 p.m. 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:

GoToMeeting

Phone: (646) 558-8656

Access Code: 944 2379 592

Passcode: 809752

Or from computer, tablet, or smartphone:

<https://zoom.us/j/94423795592?pwd=dGZuZHNpaGl2WmhZbW10S01YMTJTUT09>

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 Town of 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 7:10 p.m. by Select Board Chair Richard Parker.

Participation at the Meeting:

- ❖ Select Board Members: Richard Parker, David Archibald, and Wendy Reed
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Assistant to Town Manager and Finance Department, Jennifer Walsh
- ❖ Judy Mizner
- ❖ Jean Lambert
- ❖ Graham Bacheller
- ❖ Kathy Feehery
- ❖ Annie Sterling

- ❖ Ann O'Sullivan
- ❖ Planning Board Members

Announcements:

- New Invasive Plant Alert, Black Swallowwort, help needed to map locations, more info on Town Website. (See pages 2 through 4 for information)
- Open Space Committee site walk with biologist/pollinator specialist, Cherry Hill fields, Indian Hill Field, Dunn and South fields, possibly River Bend, Tuesday, June 22nd, beginning at 10:00 a.m. (See pages 5 through 7 for information)
- Tree Committee survey responses due June 15th.
- Reminder to subscribe for e-mailed Town news/announcements at <https://www.wnewbury.org/subscribe>

REGULAR AGENDA

A. Changes to Protocols for Remote Participation in Public Meetings:

Town Counsel McCarron updated on this topic. (See Exhibit A, pages 8 through 14 for information) Stated the declaration of emergency ends at midnight tonight, and as a result, the Governor's order permitting remote participation by boards and committees also expires. Presently, there is a proposal for legislation to extend that but has not been passed and may take some time to pass, if ever. As a result, committees have to go back to the way it was to have a quorum of their committee present rather than participating remotely and the person chairing the meeting must be present at the location.

Town Manager Jennings stated he is continuing to work with Adam, the AV tech who records these meetings, and he is working to scope out what additional equipment the room is going to need to do a better job with the hybrid meetings since the audio is not adequate at this point and cameras are in one spot only and not able to move, and will need additional microphones set up for Board members, staff, and for public comments.

B. Proposal to Rescind COVID-19 Local Emergency Declaration Adopted March 16, 2020:

Select Board Chair Parker states as it reads, can do that. (See Exhibit B, pages 15 through 17 for information) Town Manager Jennings stated that with the state emergency declaration expiring, local declaration should also be rescinded.

Motion made by Select Board Member Archibald to rescind the emergency declaration adopted 3/15/2020 as of midnight on 6/14/21. Seconded by Select Board Member Reed.

Yes 3, No 0

C. Proposed FY22 Committee Appointments/Reappointments:

Town Manager Jennings stated have a number of people present, either in person or virtually. (See Exhibit C, pages 18 through 41 for information) Stated if anyone wants to speak, that would be great.

With regards to the Personnel Committee, Select Board Chair Parker inquired as to what is happening with that. Judy Mizner responded that the committee was starting to do some things with Town Manager Jennings pre-COVID, was some work underway, and things came to a halt. Town Manager Jennings further described what steps had been taken, such as working to ensure that the job descriptions in place are complete and accurate representations of what the different positions do, looking at the personnel policies, job classifications, and what further steps need to still be undertaken. Also feels might be helpful if a Select Board member is on the Personnel Committee.

Motion made by Select Board Chair Parker to nominate Judy Mizner for reappointment to the Capital Improvement Committee through 6/30/2024, and Personnel Committee through 6/30/2022. Seconded by Select Board Member Reed.

Select Board Member Archibald feels that Judy would be on four relatively important committees, so he's going to vote no on the Personnel Committee and aye on the others.

Yes 2, No 1 (Select Board Member Archibald opposed on Personnel Committee)

Select Board Chair Parker stated that Jean Lambert is looking for reappointment to the Open Space Committee.

Motion made by Select Board Chair Parker to appoint Jean Lambert as a full member of the Open Space Committee effective through 6/30/2024. Seconded by Select Board Member Reed.

Yes 3, No 0

Jean Lambert stated that with regards to people interested in being on the Open Space Committee, Kathy Feehery, who helped on the Coffin Street transaction and would provide an excellent link to the horse community that have not had. Graham Bacheller stated that he's wrapping up his second term as the President of the Friends of the Northshore Education Consortium, grew up in West Newbury and is back now with his own kids, shocking to see the amount of development going on and wants to see what he can do to try and help out with that.

Motion made by Select Board Member Reed to appoint Graham Bacheller and Kathy Feehery as associate members of the Open Space Committee through 6/30/2022. Seconded by Select Board Chair Parker.

Yes 3, No 0

With regards to the Conservation Commission, Select Board Member Reed stated that Kathy Feehery is filling the spot that she had and has been at every meeting to get up to speed. Town Counsel McCarron stated that the members of the Conservation Commission are appointments of the Town Manager.

Motion made by Select Board Chair Parker to accept the Town Manager's recommendation and appoint Kathy Feehery to the Conservation Commission through 6/30/2024. Seconded by Select Board Member Reed.

Yes 3, 0

With regards to the rest of the nominations to additional boards, Select Board Chair Parker proposed, as suggested by Town Manager Jennings, that the slate be approved as a group at the next regular meeting.

Motion made by Select Board Chair Parker to appoint Brian Young as Bandstand Coordinator thorough 6/30/2022. Seconded by Select Board Member Archibald.

Yes 3, No 0

Motion made by Select Board Chair Parker to appoint Thomas Atwood for Conservation Commission through 6/30/2024. Seconded by Select Board Member Reed.

Yes 3, No 0

Motion made by Select Board Chair Parker to appoint Gail Dinaro, Dot Cavanaugh, Jessa Hayes, and Dianne Faulkner to the Council on Aging through 6/30/2024. Seconded by Select Board Member Reed.

Yes 3, No 0

Motion made by Select Board Chair Parker to appoint Susan Dougherty, Dot Cavanaugh, and Jessica Knezek to the Cultural Council through 6/30/2021. Seconded by Select Board Member Reed.

Town Manager Jennings stated that the state statute does set a term limit for Cultural Council and can only have two three-year terms.

Yes 3, No 0

Motion made by Select Board Member Archibald to appoint Elisa Grammar, Richard Parker, and Tom Craig to the Energy & Sustainability Committee through 6/30/2022. Seconded by Select Board Member Reed.

Yes 3, No 0

Motion made by Select Board Chair Parker to appoint Jessica Knezek to the Finance Committee through 6/15/2021. Seconded by Select Board Member Reed.

Yes 3, No 0

Motion made by Select Board Chair Parker to appoint Steve Boyd as an alternate for the Harbor Committee through 6/30/2022. Seconded by Select Board Member Reed.

Town Manager Jennings stated that the harbor regulations only refer to a three-member committee, and the history on this is that Steve was one of the initial residents to contact his

office early in his tenure with concern about speeds of boats, lack of enforcement, etc., which led to the agreement with Salisbury for Harbormaster services. He subsequently applied to be on the Harbor Committee, but with three members, is full, but in 2019, the Board voted to approve both Steve and Brian Richard as alternate members. Regulations don't specifically authorize that, but the Board felt that it's the Board's committee and if they want to appoint an alternate, they can. Further discussion ensued on this topic.

Yes 3, No 0

Motion made by Select Board Chair Parker to appoint Elisa Grammar and Dot Cavanaugh to the Historical Commission through 6/30/2024. Seconded by Select Board Member Reed.

Yes 3, No 0

Motion made by Select Board Chair Parker to appoint Dot Cavanaugh to the Historic District Commission through 6/30/2024. Seconded by Select Board Member Reed.

Yes 3, No 0

Motion made by Select Board Chair Parker to appoint Peg Duchemin to the Registrars of Voters Committee through 6/30/2024. Seconded by Select Board Member Reed.

Yes 3, No 0

Motion made by Select Board Chair Parker to appoint Robert Phillips, Elisa Grammar, and Barry LaCroix to the River Access Committee through 6/30/2022. Seconded by Select Board Member Reed.

Town Manager Jennings stated did get a call from Rob last week, conferred with the other two, and attests that they are all interested. Didn't submit paperwork, but all interested.

Yes 3, No 0

Motion made by Select Board Chair Parker to appoint Rita Wollmering and Susan Dougherty through 6/30/2024. Seconded by Select Board Member Reed.

(Deferred to next meeting for clarification)

D. Review of FY22 Salary/Wage Schedule:

Town Manager Jennings updated on this topic. (See Exhibit D, pages 42 through 49 for information) Under the Town Manager Act, his job to recommend salaries and pay rates which are subject to approval by the Select Board. Proposed salary and wage table submitted corresponding to what is approved and what the FY22 operating budget was based, as well as an update of the annual wage range table for the different positions. Question and answer discussed ensued on this topic.

Motion made by Select Board Member Archibald to approve the Salary and Wage Schedule as presented. Seconded by Select Board Chair Parker.

Yes 3, No 0

E. Review of Proposed Revisions to Facilities Use/Rental Policy and Fee Schedule:

Town Manager Jennings updated on this topic. (See Exhibit E, pages 50 through 72 for information) Wanted to update on the work going on, trying to arrive at an estimate of the actual staff impact and costs of the process and included some comparable fee schedules from other communities and the Select Board will eventually have to decide on fees for nonprofits as well as making meeting rooms available for non-public or public interest type uses and should that be continued. Annie Sterling stated that a lot of people are calling to reserve the space and she has to say no because it's one booking per facility per day. Question and answer discussion ensued on this topic.

Select Board Member Reed stated would like to restrict the use of the meeting rooms in the Town Office Building to groups associated with the Town rather than non-profits, etc. Select Board Member Archibald stated he agrees, but that some groups were grandfathered in. Town Counsel McCarron stated a lot of groups using the facility met on a weekly basis.

Town Manager Jennings inquired with regards to request from the Red Cross not needing to wear a mask.

Motion made by Select Board Chair Parker that the Red Cross would not need to wear masks but would follow the CDC protocol, which would be that masks are not required, but if have not been vaccinated, should wear a mask.

Select Board Member Reed stated would prefer to see all Town buildings have the same policy, just for continuity, so if employees working for the Town have to go into the other spaces, there is a good level of protection for them and should not be a particularly onerous requirement if they're renting the space to follow whatever policy the Town has put in place.

Previous motion was withdrawn.

Motion made by Select Board Member Reed to have all Town facilities follow the same policy as the Town office buildings with respect to use of masks. Seconded by Select Board Member Archibald.

Select Board Chair Parker stated that as the building policy changes, everything else will follow since the mask wearing will be reconsidered at the end of June.

Yes 3, No 0

F. Update on Draft FY22-24 Harbormaster Services MOU with Town of Salisbury:

Town Manager Jennings updated on this topic. (See Exhibit F, pages 73 through 77 for information) Spoke with Neil last week. Needs update on whether the proposal is reasonable or counter proposal, if Board has comments, etc. Discussion ensued on this topic.

Motion made by Select Board Member Archibald to approve the Municipal Agreement for the administration of services related to Harbormaster services between the Town of West Newbury and the Town of Salisbury, as delineated on page 74 of the packet, through the end of 2024. Seconded by Select Board Member Reed.

Yes 3, No 0

G. Review Determination and Consent to Engage KP Law to Represent West Newbury, in Addition to its Representation of Town of Merrimac, to Prepared Shared Services Agreement re: Conservation Agent:

Town Manager Jennings updated on this topic. (See Exhibit G, pages 78 through 81 for information) Merrimac Conservation Agent formally announced his retirement effective end of August, so since both will have vacancy, broad agreement to apply for a single full-time job. So, need to enter an MOU to partner with Merrimac to jointly advertise, hire, and oversee a Conservation Agent, along with details and decisions to be made. Discussion ensued on how this would work between the two communities.

Motion made by Select Board Chair Parker to accept KP Law's determination that there is not a conflict of interest and they're representing both West Newbury and Merrimac for working out a Shared Services Agreement for a Conservation Agent. Seconded by Select Board Member Archibald.

Yes 3, No 0

Motion made by Select Board Member Archibald to authorize the Town Manager to sign MOU on behalf of the Select Board, as needed. Seconded by Select Board Chair Parker.

Yes 3, No 0

H. Discussion of Town Counsel Services Upon Retirement of Michael McCarron Effective July 30, 2021:

Select Board Chair Parker announced the retirement of Town Counsel McCarron. (See Exhibit H, pages 82 through 98 for information) Stated have to consider what going to do for Town Counsel procurement and services going forward. Angus's suggestion would be to ask KP Law for a proposal for FY22, an experienced and credible legal firm for municipal law, and at the end of FY22, might want to put out an RFQ to look into other alternatives. Further discussion ensued on this topic and how the fees might be calculated and in what form and what next steps should be started in order to find a person who is a good fit for the Town.

I. Discussion of Process/Timeline for Select Board Completion of Personnel Evaluations:

Select Board Member Reed updated on this topic. (See Exhibit I, pages 99 through 106 for information) Stated put together the draft template and was looking for feedback, and if the template is useful, could adapt for others. Feels performance evaluations are good for morale, could get information from staff. Select Board Chair Parker stated looks like a great format to work with. Select Board Member Archibald stated the form is fine and having done these in the past with different Board members doing them for different department heads, don't know if it got us anywhere. Discussion ensued on this topic. Select Board Member Reed will draft a form and present it to everyone at the next meeting.

J. Update on Potential Extension of Learning Tree Lease:

Select Board Chair Parker stated Learning Tree lease comes up for renewal end of the month. (See Exhibit J, page 107 for information) Town Manager Jennings stated terms that he's put on the table are holding the rent level and providing a mower instead of mowing the lawn. If that's not agreeable, what's the counter. Takes resources to mow the lawn, not a public place.

K. Presentation Regarding Massachusetts Housing Policy and Local Policy Options (Angus Jennings):

Presentation made by Town Manager Jennings on this topic. (See Exhibit K, pages 108 through 113 for information) Stated that Town adopted the Housing Production Plan in June 2018, and by doing so, creates the potential for so-called safe harbor from 40B development. Right now, percentage on the subsidized housing inventory is 2.5%, 39 out of 1,558 units but once new numbers are issued, will go up to about 2.7% with the addition of the Drake's Landing units but when the new 2020 census numbers come out, changes the denominator, so will go right back down. To meet the Housing Production Plan and to get that safe harbor, would need to produce eight affordable units per year, ½ of 1%, would give a one-year safe harbor, or sixteen affordable units per year for a two-year safe harbor.

Two mechanisms for adding affordable units to the subsidized housing inventory, through Chapter 40B or through the Local Initiative Program (LIP), so-called Local Action Units and have to have resulted from some kind of local subsidy, not necessarily a financial subsidy, but could be a regulatory subsidy, some zoning relief or some additional density that's allowed. Questions and answers ensued on this topic.

Housing Production Plan identified three categories of housing strategies; 1) planning and policies; 2) production; 3) preservation of existing affordable housing. Resources available include the Community Preservation Funds. Amount of dedicated funds is limited right now due to the recent approval of the project house appointment, but going forward, can expect about \$50,000 per year dedicated to community housing. Funding also available from the Payment in Lieu fund which has a total balance on the order of \$160,000. Can also put the undesignated CPC funds toward community housing.

Challenges as a community is that there's not broad recognition of the problem of affordability. Some of the popular local housing strategies that would get broad support in terms of zoning changes or funding, either don't work or don't work the way voters often expect that they'll work. Sometimes people support housing for older residents to allow them to remain in the community and age in place. Challenge is, when get into the nuts and bolts of the state housing policy, the income and the asset limits, which tend to be relatively low, so if someone owns an existing home, probably have equity of more than that and not eligible to get into a low-income unit. Also, restrictions on local preference, which by history, 70% of units could be available for local preference, but the state changed the rules a decade ago, so in order to have applied to affordable units, Town has to do a statistical analysis to show that the local need for affordable housing is disproportionately greater than the regional need, otherwise, the state will not allow you to do local preference.

Accessory apartments tend to be popular since it doesn't add structures, it's expanding, adapting, or reusing an existing structure. Challenges with this are the same concern of local preference, but the bigger concern is whether it's sale or rental of an accessory unit, any affordable unit

through LIP has to be subject to an affirmative fair marketing strategy or plan that's approved by the state, you have to market the unit within the region, provide the state documentation of where and how long it was advertised, and seek to make the community more diverse. Issue is still an owner-occupied home, so the homeowner now needs to decide if they make a unit and rent it to someone who is income eligible, they can do that, but if they want the unit to count as an affordable unit, don't get to pick who lives there, it's who wins the lottery.

Third strategy which is broadly popular in communities is acquiring existing homes and putting a deed restriction on them and then flipping them as an affordable unit. Definitely can work but it's time and labor intensive and capital intensive, as well as very expensive. Question and answer discussion ensued on this topic.

Habitat for Humanity is one that's broadly popular and if the Town made the decision to make public land available for production of affordable housing, knows they would be interested, but there's a challenge with getting Habitat units into the housing inventory because their business model is, the residents of Habitat homes tend to contribute sweat equity, part of building the house, so selected well before there is a house available for sale, so most Habitat homes don't appear on the housing inventory because they weren't marketed under an affirmative fair market plan, so not going to add to housing inventory and not going to move the needle on 40B.

In his opinion, going to be very difficult to achieve certification under the Housing Production Plan, therefore, adoption of affordable housing policies cannot realistically offer the promise of safe harbor from 40B. Doesn't mean not to do it, just wants to be clear and doesn't want to have people put a lot of time and effort and get votes and be excited but still get 40B.

Some of the work that's been completed, did get the regulations approved to govern the receipt and use of the inclusionary housing funds, account set up with payment in lieu, which is a great step with the Planning Board and Select Board working together.

Secondly, with that funding, engaged a vendor under contract, Lynn Sweet, LDS, and he and Leah had a kick-off meeting with them recently, gone through 13 LIP units, everything is in really good order, all deed writers are proper, everything is recorded properly. Expected to hear that, but nice to validate that the units are all in good shape. Now that we have them under contract, if we're notified that any units are going to be resold, that sets in motion a lot of work to be done in a short period of time since the resale is subject to determining the price, state approval, housing lottery, income verification, provide two-weeks' notice for each unit, etc.

Third, with anticipated 40B, took the opportunity to completely retool the 40B regulation with the ZBA and resulting regulation is just orders and magnitude better for everyone, it's clear, and better for the community in setting performance standards and expectations of application completeness and the things that have to be in an application. Also did training for the ZBA and support staff on 40B so that people would be well prepared to handle that.

Housing Production Plan priorities that he recommends is the responsibility to assess the staff capacity, implement an affordable housing policy with the Town Planner, have the Town Manager as the designated monitoring agent for the LIP units, and Town Manager and Town Counsel, who are oftentimes very constrained, to build capacity to administer responsibilities that result from existing affordable units, perhaps a shared housing coordinator, create a housing trust under the state legislation which gives much more flexibility to implement the recommendations in the Housing Production Plan. There is also a recommendation to update the

Zoning Bylaws to reflect the changes in local preference, as the language now requires up to 70%, which isn't enforceable and should be updated.

Discussion questions to be answered are, is the overall goal to create affordable housing opportunities because it's the right thing to do or to try to achieve safe harbor or outright compliance with 40B. Totally fine because it's the right thing to do, but if the goal is to achieve safe harbor, would need very different policy recommendations, and based on the current subsidized housing inventory, in order to comply with 40B, Town would need to create a significant number of rental units with 20-25% being affordable since the state counts 100% of rental units as opposed to ownership as affordable units. So, in order to make up ground in a town our size, would be looking at a significant amount of rental housing. Question and answer discussion ensued on this topic.

Public comments: Ann O'Sullivan stated really excited about Angus's presentation, as well as his experience with Westford and what they went through, that it's clear that West Newbury needs an Affordable Housing Trust. Planning Board has bylaws in place to set this up. It's a huge project so needs someone who can handle the project, and the Affordable Housing Trust is a perfect vehicle to provide guidance for the Town. No way ever going to meet the 40B requirements, so now have to do what's right to provide affordable housing for teachers and other people who live in the community and the Affordable Housing Trust will provide an opportunity to do that. It's a transparent vehicle and the best option. Talked to Meghan, Director of Habitat for Humanity, really wants to get into town, has great ideas on how to use town-owned property, how to develop housing. Offered to work to set things up.

Doesn't think that CPA funds will be the ultimate source but can provide funds to do research to be done. Knows people who do this for a living who know who to give preference to people we're trying to help, such as Marty Mason, who is on the land acquisition board for Habitat for Humanity, wanting to get going on this. Questions and answers ensued on this topic. Need to get a bylaw established that authorizes an Affordable Housing Trust then put out the call out for volunteers to help.

Town Manager Jennings stated that what we have now, the regulations put in place earlier this year authorizes his office, without further appropriation, to expend up to \$10,000 within a single fiscal year for purposes of monitor and compliance with the existing LIP units in the event of resale, and gives the resources needed to have the work that LDS is doing but basically a housekeeping type of thing. Further discussion and suggestions as to how to handle this ensued. Town Manager Jennings looking to establish a list for people to sign up for a waiting list and stated Leah will set up a link for people to find out about first time homebuyer assistance, down-payment assistance programs, things offered in the state, so when get notice of sale of one of the units, have a starting point of people to end up in the unit. Questions, answers, and suggestions ensued on this topic.

L. Discussion of Anticipated Process/Timing for Review/Revision of Town Personnel Policies:

Town Manager Jennings stated going to recirculate those for the July 29th meeting, one page, very targeted on what he feels the short list is on the personnel issues and feels will benefit from the support, as well as the exempt, non-exempt determination. Received a scope earlier today, so his thought would be to go ahead and authorize both of those to go forward since have funding in the current budget for those purposes. Also wants to get staff more involved.

M. Update on Recent Eagle Scout Project at Almshouse Cemetery:

Select Board Chair Parker updated on this topic. (See Exhibit M, pages 114 through 119 for information) Gave some history of the Almshouse Cemetery. Area was cleared and now looks a lot better along with a historical sign placed. Things were moved around without first getting permission, so hopefully that won't happen again, but the end product is a big improvement.

N. Discussion of Regional Energy Planning Assistance Grant Opportunity:

Select Board Chair Parker updated on this topic. (See Exhibit N pages 119 through 132 for information) Stated through Mass DOER and through the Green Communities program, eligible for a couple types of small grants which would be administered by MVPC, so should be no burden here at all. One would be to potentially assist with our annual report. May not get it because have done the annual report for a bunch of years but does take resources by somebody and the Town doesn't have that person as a paid employee, so would be helpful to get the grant. The other one would be to work towards a zero net energy or zero net greenhouse gas goal to develop a plan. His hope is to vote and approve to apply for the grant, which the Energy Sustainability Committee might conclude doesn't make sense to apply for, but there's a timing issue since the grant is due July 9th, so felt should ask for approval for MVPC to apply for the grant. Further questions and answers ensued on this topic.

Motion made by Select Board Member Reed to let MVPC know that are interested in receiving technical assistance during the grant comment period of 9/2021 to 5/2022 and to authorize them to apply for a grant on the Town's behalf. Seconded by Select Board Member Archibald.

Yes 3, No 0

O. Continued Discussion of Potential Policy Changes to Help Implement State Climate Change Road Map Act:

Select Board Chair Parker stated sent an e-mail to Town Manager Jennings to follow up on the comment list last time, new policy. Town Manager Jennings stated circulated to department heads and was advised should send it to Fin Com and Capital Improvements, asked for comments back by next Thursday but if they need more time to review it with their respective committee just to let him know that. By 6/28, may have comments back.

P. Meeting Minutes: April 26, 2021, April 12, 2021:

(See Exhibit P pages 133 through 147 for information)

Motion made by Select Board Member Archibald to approve meeting minutes of 4/12. Seconded by Select Board Chair Parker.

Yes 2, No 0 (Reed abstained)

TOWN MANAGER UPDATES

Q. Update on Soldiers & Sailors Building, Anticipated Support Services for Bidding/Contracting:

Town Manager Jennings updated on this topic. (See Exhibit Q page 148 for information) Stated got a note from Lynne Spencer yesterday consistent with what he said but in more detail with regards to the timeline and will forward it. Looking to engage a vendor to help with the procurement and contracting process, review of proposals received, etc., which will be very important for this project due to its complexity. Doesn't need approval because it's in the budget but wanted to make everyone aware.

R. Update on Designer Selection; Page School Playground; Next Steps to Finalize Design, Enter Contract:

Town Counsel McCarron updated on this topic. (See Exhibit R page 149 for information) Stated he and Wayne and the selection committee have selected O'Brien to provide us with a proposal. Haven't settled on it but reviewed all of the different proposals got in as of last Friday for any interested individuals, and on Monday, Wayne had a discussion with O'Brien, stated what he wanted them to do for us, and if like it, will enter into a contract.

S. Update on HVAC Controls Upgrades at Town Offices:

Town Manager Jennings updated on this topic. (See Exhibit S page 150 for information) Stated received an e-mail from Wayne with status, attached.

T. Preview of Draft Online Budget Model and "Use of Tax Dollars" Calculator:

Town Manager Jennings updated on this topic and gave an overview of how this would work if added to the website.

U. Update on Active Hiring Processes:

Town Manager Jennings updated on this topic. (See Exhibit U pages 151 through 161 for information) Stated hiring process is going to be a big impact on his office for the next 6-8 weeks since he receives all applications, etc. for five positions, Assistant Town Clerk, Town Clerk, Water Laborer or Operator, and will be advertising Conservation Agent and Finance support position. Further question and answer discussion ensued on this topic.

V. Follow-Up Meeting Assignments and Placing Items for Future Agendas:

Select Board Member Reed updated regarding the Select Board E-Mail account. Inquired as to what the other Select Board Members would like to see, i.e. workshops. One option would be to have this be a standing agenda item and if there's something that comes up, could give a brief update. Also, may be able to make a dedicated way for people to get in touch with the Select Board. Questions and answers ensued on this topic regarding what comes in and how much. Select Board Members Archibald and Parker stated likes seeing important things and does read them, but not commercial things or ads.

Select Board Chair Parker wants to talk about Master Plan or Comprehensive Plan at an upcoming meeting and discussion ensued on this topic.

Select Board Chair Parker also stated that after speaking with Wayne, issue of field maintenance and field mowing has come up from a number of people about if there are habitats or nests there when the field is about to be mowed and discussion also ensued on this topic.

Select Board Member Archibald wishes to discuss a policy on electronic signs and when they should or shouldn't be put out and where. Also stated do need dog waste signs for Mill Pond and the Reservoir. Poles changing on Main Street, do we pay for flower baskets when working on the poles. Town Manager Jennings also stated spoke with someone about the flags and plaques that were on the poles which were donated by private individuals, making sure that our flags and plaques aren't lost when disposing of the poles.

Discussion also ensued regarding visiting the dogs off leash situation, which may not be popular or solvable, but should be discussed.

**Motion was made by Select Board Member Parker to adjourn the meeting at 10:45 p.m.
Seconded by Select Board Member Archibald.**

Respectfully submitted,

Susan M. Lobie, Certified Electronic Transcriptionist
Office Solutions Plus
15 Marion Road, Salem, MA 01970

Approved 3-0 by the Select Board as amended on July 28, 2021