

**Town of West Newbury  
Board of Selectmen**

Monday, November 28, 2016 6:00 p.m.  
First Floor Hearing Room  
381 Main Street, Town Office Building

**MEETING MINUTES**

Chairman Anderson called the meeting to order at 6:18pm. Present were Selectmen Joseph Anderson, Chairman; Glenn Kemper and David Archibald.

**Chairman Anderson moved to go into Executive Session under MGL Chapter 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Second by Selectman Kemper with a unanimous roll call vote: Anderson – aye, Kemper – aye, Archibald – aye.**

***Open Session: Chairman Anderson called the open session back to order at 7:05pm.***

***Announcements:***

**I. NEW Town Official Website: [wnewbury.org](http://wnewbury.org)**

Chairman Anderson announced the new Town Official Website, [www.wnewbury.org](http://www.wnewbury.org). The new site has new information and much easier to find, announcements and alerts and a survey. We encourage all residents to participate and to give feedback with any recommendations. Selectman Archibald thanked all the volunteers that worked on the committee, Patrick Bowe, Elisa Grammer and Annie Sterling. If anyone has pictures of the town, please send them for the banner.

**II. Tree Lighting, Thursday December 1st @ 6:30pm on the Training Field**

Chairman Anderson announced that the Annual Tree Lighting will take place this Thursday, December 1, 2016 @ 6:30pm at the Training Field. Everyone is encouraged to attend, there will be hot chocolate and cookies.

***Regular Business***

**III. Open Space Committee Re: Request to develop trail network on the Mullen Property**

Mr. Steve Greason addressed the Board on behalf of the Open Space Committee regarding the development of a new trail network in the Mullen Property. The site is 34 acres and is town municipal land and has been sitting idle since it was purchased 7 years ago. The proposed trail would offer a scenic, 20-minute walk connecting Church Street to 362 Main Street with a connection to future trails planned for Drakes Landing.

The Carr Post could provide parking for both trail networks. The trails would not be permanent in case the town decides to use the property for development in the future.

A discussion took place on parking at the Carr Post property which has a gravel driveway and Selectman Archibald discussed the option of possibly having a crosswalk on Main Street. Mr. Greason addressed parking on Church Street and cautioned parking in this area for the shoulder is not very flat and the traffic is busy on this road. Mr. Greason added that he does not expect a high-volume use on this trail.

Selectman Kemper recommended proper signage to keep walkers away from private property along Prospect Street and parking signs at the Carr Post property.

**Chairman Anderson moved to approve the Mullen Trail as proposed on the trail map by the Open Space Committee with the understanding that there may be future changes on the use of the property. Second by Kemper with a unanimous vote.**

Selectman Archibald addressed the parking on Church Street and questioned if it would be adventitious to offer parking along the right of way. A place for three or four cars to park would add an additional expense; the Board decided to wait to see the use of the trail before moving in that direction.

There is a trail already on the property and Mr. Greason stated that the committee will open it up for use this winter.

#### **IV. West Newbury Bicentennial**

Present were Kathleen Swallow, Stephen Swallow and Nicole Francoeur.

Mr. Swallow opened the discussion with options and ideas for the West Newbury Bicentennial on February 18, 2019, which is the actual bicentennial. Chairman Anderson added that is the date the General Court incorporated the town. Mr. Swallow added that February 18<sup>th</sup> is not a great time to hold a huge outside celebration but some options to consider are a function on the weekend before or after, possibly a black-tie event to kick off the celebration.

Ms. Francoeur spoke on the possibilities are budget driven and is not sure if there is a budget and/or a range to consider when planning. The Board responded that they currently have \$10,000 funded for this celebration. Selectman Archibald added the option of having some type of fund raising to supplement the budget. Sponsors from local businesses were an option that all were in favor.

Selectman Kemper suggested having an event on February 16<sup>th</sup>, which is a Saturday for the 18<sup>th</sup> falls on a Monday and then a weeklong celebration in the warmer weather. Chairman Anderson agreed and suggested options such as a family festival, a parade, birthday party with different types of events that appeal to different facets within the community; something for everyone.

Mrs. Swallow spoke on an email that she received from the Pentucket Arts Foundation who is planning on oral story project called the voices of West Newbury. They are going to make a video to capture stories on West Newbury and would like to show the video during the celebration. They are also interested with others doing adjunct things such as historical quilts that would tie in with the oral stories, art or a production by the drama students at the High School.

Resident Jen Leonard-Solis talked about the video by the Pentucket Arts Foundation for it is being worked on now and they are looking at a completion date for next June. They are hoping this art form will inspire others in town to get involved with similar forms of art and stories about the town.

The Board asked the committee to brainstorm some ideas based upon the flavor of the discussion tonight and to get in touch with the town boards and committees to encourage them to get involved with any ideas for the celebration.

Mr. Swallow requested for a consensus of the Board to have a celebration on February 16, 2019 as the start to the bicentennial. Ms. Francoeur suggested having some sort of commemoration to the town unveiled on the 16<sup>th</sup>. Selectman Kemper offered to be the liaison to the committee. A town email address will be created for the committee and budgeted funds can be used by the committee and submitted to the Selectmen's Office for payment. Next steps will be for the committee to brainstorm events and come back with a plan in enough time for the next budget season.

#### **V. Richard Morrell Re: YuKanRun Road Race**

Rich Morrell, Jr. of YuKan Sports addressed a proposed road race for Sunday, July 9, 2017, 8am to 11am starting at the Triton Regional High School. Mr. Morrell has met with both the Police Chief, Fire Chief and Emergency Management to determine coverage for the 4.5 miles in West Newbury. The Newbury Police will lead the race the entire way with approximately 200-300 runners. Police Chief Reed requires at least one detail officer and/or officers based upon the number of runners. The Fire Department and Atlantic Ambulance will be requested prior to the event.

A possible road closure was discussed and Police Chief Reed added that it will depend on the number of runners and as time marches forward we will have a better idea. Mr. Morrell will be in contact as the event draws closer.

Mr. Morrell applied for a special events application, certificate of insurance and a map of the route. Mr. Morrell is planning on a donation to the bicentennial committee.

**Selectman Kemper motioned to approve the YuKan road race with the caveat of submitting a complete application and to stay in contact with the Police Chief who has the authority to give permission as the details unfold with this event. Second by Archibald with a unanimous vote.**

## **VI. UPS Pod**

The Board received a request from Dean Perkins of UPS to again place a pod on town property, in the back corner near the bandstand, to help them serve the residents in West Newbury during the holiday season.

**Selectman Kemper motioned to accept the request from UPS and to get in touch with DPW Gary Bill for the best location and to removed it by January 8<sup>th</sup>. Second by Anderson with a unanimous vote.**

## **VII. Police Chief Re: Department Updates**

Chief Reed was present to give the Board an update on the department.

**Hiring of Reserve Officers:** The hiring process commenced back in June will be concluded by the end of the year.

**Current hiring process for Reserve Officer:** The Chief is hoping for four more officers, he is currently going through background checks and is approximately six months out for hiring additional reserves. Currently the town has only two reserve officers therefore we are lacking to cover shifts; all shifts are covered but some shifts with only one officer on duty.

**Hiring of a new full time officer:** The closing date for this position is Thursday, December 1<sup>st</sup> with eight applications to date. The Chief will be interviewing applicants next week and hope to have a final recommendation by December 31<sup>st</sup> and to bring the candidate in on the first Selectmen's Meeting in January.

**Food Drive:** The department held a food drive on the weekend before Thanksgiving at the Food Mart and brought in 480 pounds of food to Amesbury.

**Christmas Toy Drive:** Currently the department, in conjunction with the Marine Corp Toys for Tots, is accepting unwrapped new toys dropped off at the station by December 16<sup>th</sup>.

**Drug drop off box:** Currently, Whittier Tech is building a new, larger box for the smaller one is not adequate for the demand.

**New police vehicle:** Town approved purchase of a Ford SUV for the department has been promised by December 15<sup>th</sup>. The older vehicle is scheduled to be turned in once it has been stripped of all its gear; the dealership offered to pay the town a \$1000 as a trade in for the vehicle which will be taken off the bottom line cost for the new vehicle. The Board discussed that per the town approved article, the Board is to vote on the disposal of the vehicle. Some of the equipment on the vehicle will be transferred to the new vehicle with the older equipment not to be used.

**Chairman Anderson moved to dispose of the police cruiser vehicle as a trade in to Colonial dealership. Second by Archibald with a unanimous vote.**

### **VIII. Cont. review of Bachelor Street Paint Remediation**

The Board discussed the ongoing paint spill on Bachelor Street and Mike McCarron, Town Council gave an update to the Board that the town has not received a response from RoadSafe Traffic Systems. Police Chief Reed was asked about reports of car damage from the paint spill; Reed responded that he has taken in 5 or 6 complaints and he gave them the information on the company who is responsible for the damage, RoadSafe Traffic Systems.

Chairman Anderson explained that DPW Gary Bill's latest recommendation is to use a company that specializes in graffiti removal. One company had done a couple of spots on the road and it worked well to get rid of the paint. Anderson's only concern is with any degradation to the road in five years. Mike McCarron responded that the company that caused the damage is the responsible party for the damage, it will depend on the cause, ultimately it could be traced back to the paint spill as the reason for the causation.

A discussion took place that the paint is a possible safety issue and needs to be addressed now. The town gave a deadline for RoadSafe to expect the work to occur by this Thursday, December 1<sup>st</sup>. The Board agreed to have DPW Gary Bill to move forward with remediation on Friday if the town receives no response from RoadSafe and to contact the town's insurance carrier to submit a claim.

### **IX. Approval of Alcoholic Beverage Licenses**

**Selectman Kemper motioned to approve a Retail License Renewal for Gn Enterprises Inc/ West Newbury Pizza for calendar year 2017. Second by Anderson with a unanimous vote.**

**Chairman Anderson moved to approve a Retail License Renewal for West Newbury Food Mart for calendar year 2017. Second by Kemper with a unanimous vote.**

Selectman Kemper questioned if a fire safety inspection is required for establishments that are selling alcoholic beverages in a retail store versus serving it in a restaurant. Town Counsel Mike McCarron responded that it is the determination of the Board of Selectmen to require a fire safety inspection for an off premises liquor license. Selectman Archibald responded that he feels that a safety inspection is an appropriate measure to require as part of all retail licenses.

### **X. Discussion on Solar Energy**

The Board agreed that they would like to see the numbers showing the activity over the past year. Rick Parker of the Energy Advisory Committee is planning on attending the December 12<sup>th</sup> Selectmen's meeting to review the information with the Board.

**XI. Cottage Advisors, LLC: Release of Cash Surety**

Howard "Chip" Hall of Cottage Advisors was present and stated that he submitted a letter on November 23, 2016 requesting the release of surety in the amount of \$40,000 held for the remaining work along Whetstone Street. The Improvements have been completed to the satisfaction of DPW Director Gary Bill per a memo dated November 22, 2016. This surety is for the roadwork only, nothing to do with the development.

**Selectman Kemper motioned to release the \$40,000 cash surety plus interest to Cottage Advisors, LLC. Second by Anderson with a unanimous vote.**

**XII. December & January Meeting Schedule**

Chairman Anderson stated that the next scheduled Selectmen's Meeting is on December 12<sup>th</sup>; the following meeting date is December 26<sup>th</sup> and the Town Offices are closed. The Board decided to not have a meeting on the week of the 26<sup>th</sup> and if something comes up to schedule an additional meeting. The January 2017 meeting schedule is January 9<sup>th</sup> and January 23<sup>rd</sup>.

**XIII. Payroll and Invoice Warrants**

**Chairman Anderson moved to approve the payroll warrant as presented. Second by Archibald. Motion passed with Kemper abstaining.**

**Chairman Anderson moved to approve the invoice warrant as presented. Second by Kemper with a unanimous vote.**

**XIV. Placing items for future agendas**

Next Agenda: Capital Improvements Committee, Finance Committee to include a calendar of dates for the 2018 budget season. Selectman Kemper discussed for all departments, committees and boards to follow up with the Finance Committee on all warrant article purchases approved at Town Meeting. Update from Selectman Kemper from the School Building Committee.

**Selectman Kemper motioned to go back into Executive Session under MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or conduct collect bargaining sessions or contract negotiations with nonunion personnel.**

**MGL Chapter 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements. (Elliott Fund).**

**Selectmen's Executive Session Minutes dated November 7, 2016.**

**Second by Anderson with a unanimous roll call vote: Anderson – aye, Kemper – aye, Archibald – aye.**

**Chairman Anderson motioned to adjourn the open session at 10:06pm.**

Respectfully Submitted,

Mary Winglass  
Executive Administrator