



Town of West Newbury Board of Selectmen

Monday, August 20, 2018 @ 6:30pm
381 Main Street, Town Office Building
www.wnewbury.org

Open Session Minutes

Selectman David Archibald called the meeting to order at 6:37pm. Selectmen in attendance were David W. Archibald and Joseph H. Anderson, Jr. Glenn A. Kemper was not in attendance.

Others in attendance were Town Manager Angus Jennings, Town Counsel Michael McCarron and Executive Administrator Mary Winglass and members of the public.

Selectman Anderson moved to go in to Executive Session under MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; Review of Executive Session Minutes dated May 2, 2018, May 14, 2018 and May 23, 2018. Second by Selectman Archibald with a unanimous roll call vote: Anderson – aye, Archibald – aye.

Selectman Archibald called the meeting back to order at 7:06pm and announced the following:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- DPW Director Gary Bill retiring after 20 years of service to the Town of West Newbury

Selectman Archibald noted the following incoming communications:

- A. DHCD letter approving West Newbury Housing Production Plan
- B. MassDOT Notice of Public Meeting on I-495 Haverhill Bridge Replacement, Wed. Aug 29 at 6:30pm

Letter from Department of Housing and Community Development dated August 1, 2018 and email correspondence from Mass DOT dated August 16, 2018

Regular Business

- C. Karen Tyler, Veterans' Service Officer: State Dept of Veteran Services Ch.115 Report

Ms. Tyler explained a yearly benefit comparison report which showed an increase in benefit services within the district. If anyone is in need of services or to find out what services are available, please contact Karen at the Ipswich Town Hall at 978-356-3915.

Chapter 115 Report

- D. Board of Health: Proposed funding for increased FY'19 recycling costs

Members of the Board of Health Robert Janes and Blake Seale were present to review changes with recycling and the impact facing all municipalities. Discussion took place regarding additional funding request to cover the costs at the Fall Town Meeting, state list of what is required to be recycled and to educate the public on recycling.

It is recommended that consumers buy products in bulk to reduce recycling and the Selectmen suggested to look at alternative options for the future.

Memo from Town Manager Angus Jennings

Packet from the Board of Health with request for funding and backup documentation

E. West Newbury Riding & Driving Club: Special Event Permit

Selectman Anderson moved to approve the West Newbury Riding and Driving special event permit application for September 9th. Second by Selectman Archibald with a unanimous vote, 2-0-0.

Special Event Application from West Newbury Riding and Driving Club

F. Update on School Building Committee/School Committee selection of preferred design for High School Project, and potential Pentucket acquisition of abutting parcel

Superintendent Justin Bartholomew gave an update on the design selected for the High School Project, (N3.3f) 7th-12th New Construction, 3-Story and the process in place for the purchase of the abutting property. The school's counsel is looking at the procedure to follow for the purchase and if a warrant article is needed.

Documentation on the new construction plan with preferred schematic report – tax impact

Email from Town Manager to Superintendent Re: Potential land purchase, Pentucket

G. Review of proposed location for relocation of public safety sign to accommodate new LED sign

Police Chief Art Reed discussed the new sign coming next month and the need to relocate the current sign and suggested options. The Selectmen agreed to table this item until the next meeting to allow them to view the area.

Email from Police Chief Reed: Front sign

H. Request authorization to sell old police cruiser to dealership as part of trade for new cruiser

Discussion took place with Police Chief Reed who suggested to dispose an old cruiser by trading it in due to the condition of the vehicle.

Selectman Anderson moved to dispose of the former police vehicle unit 301 as a trade in to CMS of Plymouth. Second by Selectman Archibald with a unanimous vote, 2-0-0.

Memo from Police Chief: Town owned property

I. Proposed MOU from the City of Newburyport for Police Services

Police Chief Reed explained the reason for the proposed police services memorandum of understanding with the City of Newburyport. Without a clear boundary line near the turnaround on Turkey Hill road toward Quaker Cemetery, this agreement will allow each department to carry on with enforcement activities and not to worry about boundaries.

Selectman Anderson moved to approve the Memorandum of Understanding with the City of Newburyport and allow the Town Manager to sign on behalf of the Town. Second by Selectman Archibald with a unanimous vote, 2-0-0.

*Memo from Police Chief: MOU with the City of Newburyport for Police Services
Proposed Mutual Aid Agreement*

J. Proposed changes to job description for Police Corporal

Police Chief Reed proposed a revision to an outdated job description for the title of Corporal.

Selectman Anderson moved to approve the revised Corporal job description. Second by Selectman Archibald with a unanimous vote, 2-0-0.

Memo from Police Chief and job description

K. FY'19 Pump out agreement with the Town of Salisbury

The Board decided to table this item in order to first review the details on services rendered last year.

Proposed Intermunicipal Agreement for the Administration of Shared Services

L. Proposed policy: Disposition of low value items

This item was tabled.

M. Update on Stormwater Management staff working group and NOI due on October 1, 2018

Town Manager Jennings outlined due dates and requirements for the Massachusetts MS4 Permit, First Year Requirements.

EPA notice regarding Stormwater Management

N. Update on Pipestave Parking, Circulation and Land Use Advisory Committee; proposed changes to Committee composition; and proposal for CPC funding for parking, circulation improvements

Town Manager Jennings outlined the direction from the committee to add more parking due to the increased use to the fields and to extend the equestrian parking; the committee is prepared to submit a proposal and estimate to the CPC (Community Preservation Committee) for a new Pipestave Hill parking on the Dunn property.

The Town' GIS does not include the Mill Pond/Pipestave Conservation Restriction delineating bounds of "municipal use area". Mr. Jennings is working with all parties to create a more definitive GIS to delineate the area at this property.

Mr. Jennings recommended the addition of a Mill Pond committee representative and to designate the Town manager as a non-voting member.

Selectman Archibald moved to make the changes to the committee makeup on the Pipestave Parking, Circulation and Land Use Advisory Committee by changing the Town Manager to an ex-officio member

and to add a new member from the Mill Pond Committee. Second by Selectman Anderson with a unanimous vote, 2-0-0.

Selectman Archibald motioned that the Board of Selectmen give their approval with moving forward with the presentation to the CPC related to the second proposal of creating a new east bound road from the access road down to the stone wall at the west side of the Dunn property with the possibility of a future parking area for the Pipestave area. Second by Selectman Anderson with a unanimous vote, 2-0-0.

Multiple documents: August 20th agenda, photos of Dunn field, preliminary estimate and memo from Town Manager Angus Jennings

O. Continued review of Board/staff communication protocols

The Board clarified communication with the staff as we move forward with a transition to a Town Manager form of government.

Email regarding Selectmen correspondence

P. Appointments/Reappointments

Selectman Anderson moved to reappoint Cindy Sauter as a member of the Bicentennial Committee with a term expiration of June 30, 2019. Second by Selectman Archibald with a unanimous vote, 3-0-0.

Email from Cindy Sauter

Q. Selectmen's Meeting minutes dated June 25, 2018 and July 23, 2018

Selectman Anderson moved to accept the Selectmen meeting minutes dated June 25, 2018 and July 23, 2018 as written. Second by Selectman Archibald with a unanimous vote, 2-0-0.

Draft minutes dated June 25, 2018 and July 23, 2018

Town Manager Updates

R. Update on Bicentennial Committee progress, and appearance at Sept. 4th Board of Selectmen meeting

Mr. Jennings updated the Board on a proposed schedule of events for the Bicentennial per his conversations with the Chair of the committee. The committee will attend the Selectmen's September 4th meeting to give an update.

Memo from Town Manager Angus Jennings: Bicentennial Update

S. Update on recent and scheduled meetings with Auditors, Dept. of Revenue, Essex County Retirement

Mr. Jennings met with the auditors last week as an initial review of the FY' 18 audit; is meeting with DOR (Dept of Revenue) tomorrow to learn the Gateway portal for setting the tax rate and has a scheduled meeting with the retirement board after Labor Day.

Mr. Jennings added that he is meeting with the River Access Committee on September 12, 2018.

T. Follow up meeting assignments

- Review last year's budget
- Town of Salisbury: Pump-out boat agreement
- DLS warrant articles for Fall Town Meeting

U. Placing items for future agendas

- Warrant Articles: Monitoring wells at the landfill, Recycling cost from the Board of Health and any recommendation from the CPC
- Page School generator

Selectman Anderson moved to adjourn the meeting at 9:15pm. Second by Selectman Archibald with a unanimous vote, 2-0-0.

Respectfully Submitted,

Mary Winglass, Executive Administrator