



Town of West Newbury
Select Board
Monday, August 8, 2022 @ 7:00pm
381 Main Street, Town Office Building
www.wnewbury.org
Open Session Meeting Minutes

Open Session: Chairperson Archibald called the open session to order at 7:14pm

Participation at the meeting:

Richard Parker, David Archibald, and Wendy Reed *Select Board Members*
Angus Jennings, *Town Manager*
Christine Marshall, *Council on Aging Director*
Michael Dwyer, *Police Chief*
Ronald Ross
Stephen Doran
Mary Lou Sayers
Ross Capolupo
Jennifer Costain
Vanessa Johnson-Hall, *Essex County Greenbelt*
Wayne Amaral, *DPW Director*
Brad Buschur, *Parks & Recreation Chairperson*

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; see agenda for details.
- Purple Heart Community ceremony – Sunday, August 7 at 1pm, Bandstand (rain/heat location: Annex)
- 2022 Summer Bandstand Concert Schedule – Thursdays through Aug. 25th, at 6:30pm: list of performers online!
- Call for volunteers! Open positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- Reminder to subscribe for emailed Town agendas/news/announcements at www.wnewbury.org/subscribe

Regular Business

A. Vote to accept contribution of \$5,000 from Friends of the Council on Aging to the Council on Aging Gift Account

Christine Marshall, Council on Aging Director, appeared before the Select Board in person (see exhibit page 4 for details). Marshall stated the gift contribution would be used to supplement programming and activities through the Council on Aging. **Parker made a motion to accept the gift contribution of \$5,000 from the Friends of the Council on Aging and place it into the Council on Aging Gift Account. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

B. Requests for appointment of Matthew Dixon and Hayden Sanborn as Full-Time Patrol Officers – Police Chief Dwyer

Police Chief Dwyer appeared before the Select Board in person (see exhibit B pages 5-6 for details). Dwyer requested appointment for Matthew Dixon and Hayden Sanborn as full-time Police Officers in West Newbury and summarized the experience of both candidates. **Parker made a motion to appoint Matthew Dixon and Hayden Sanborn as full-time police officers, effective immediately and through June 30, 2022. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

C. Requests for Board/Committee appointments

a. Applicants to serve on Eastern Essex District Veterans' Services Board (Stephen Doran; Tony Gesamondo; Todd Lyons; Daniel May; Candace Peltier; Ronald Ross; Tony Sutton; Ray Tiezzi)

Archibald stated there was an overwhelming response to the call for a volunteer veteran to serve on the Eastern Essex District Veterans' Services Board (see exhibit C.a. pages 9-23 for details) and thanked the applicants for stepping forward to offer their service to the community. **Archibald made a nomination for Ronald Ross to serve on the Eastern District Veterans' Services Board representing West Newbury.** Archibald stated that Ross, a 30yr Army Colonel, regularly communicated with Veterans' Affairs and had the experience needed to assist other veterans seeking services. Archibald informed the pool of applicants that a number of committees/boards were in need of volunteers and they were welcome to seek appointment for any of the vacancies. **Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

Ronald Ross appeared before the Select Board in person and described experience in veteran outreach as well as participation within the veteran community for both active and discharged veterans. **Parker made a motion for the term to end June 30, 2025. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).** Jennings stated if any of the applicants would like to be appointed to a vacant position on one of the committees or boards, the Select Board could address the appointment that evening.

b. Applications of Mary Lou Sayers & Johannah Winchester to serve on Housing Authority Board

Jennings stated Johannah Winchester had withdrawn the application for consideration (see exhibit C.b. pages 24-25 for details). Mary Lou Sayers appeared before the Select Board in person and expressed desire to become involved in the community. **Reed made a motion to appoint Mary Lou Sayers to the Housing Authority through June 30, 2027. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

c. Application of Ross Capolupo to serve on Finance Committee, Capital Improvements Committee, or Planning Board

The Select Board reviewed that the applicant had expressed interest in multiple committees, but believed the most critical need for appointment was the Finance Committee (see exhibit C.c pages 26-27 for details). Ross Capolupo appeared before the Select Board in person. Capolupo had received an undergraduate degree in Finance from Northeastern but did not have any professional experience in finance. The Select Board discussed the times of the year that required multiple Finance Committee meetings on a weekly or bi-weekly basis. Jennings stated the time leading up to the Spring Town Meeting was generally more intensive as the fiscal year budget required to be reviewed line by line. **Parker made a motion to appoint Ross Capolupo to the Finance Committee, effective immediately and through June 30, 2025. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).** Jennings stated the Town Clerk's Office would make arrangements to be sworn in and provide the paperwork required for the position.

d. Application of Jennifer Costain to serve on Mill Pond Committee

Jennifer Costain appeared before the Select Board remotely (see exhibit C.d. page 28 for details). Costain, a recent retiree, described growing up on Mill Pond and stated interest in the space, and how it will be used, as a current home owner of a residence on Mill Pond. **Reed made a motion to appoint Jennifer Costain as an associate member through June 30, 2023. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

e. Camden Holland application to serve on Energy & Sustainability Committee

Stephen Doran, an applicant for the Eastern Essex District Veterans' Services Board, addressed the Select Board and stated interest in the Energy & Sustainability Committee or the Climate Change Resiliency Committee (see exhibit C.e. pages 29-31 for details). Parker gave a brief overview of the duties of the Energy & Sustainability Committee. Doran, an electrical engineer, stated 12 years of experience in offshore energy extraction and was currently pursuing a master's degree in energy transition economics and systems engineering.

Although Camden Holland was not present at the meeting, the Select Board reviewed Holland's application and stated the applicant had over 10 years of experience in renewable energy. **Parker made a motion to appoint Camden Holland and Stephen Doran to the Energy Sustainability Committee through June 30, 2023. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

D. Review/approval of proposed Conservation Restrictions for Coffin Street conservation land – Vanessa Johnson-Hall, Essex County Greenbelt

Vanessa Johnson-Hall appeared before the Select Board in person and thanked all parties involved for their patience as there were significant delays through the state for approvals of Conservation Restrictions (see exhibit D pages 32-93 for details). Johnson-Hall requested that the Select Board approve and sign the Conservation Restrictions; the first from Greenbelt Association to the town of West Newbury and the second from Save our Wetlands, LLC to the town and to Greenbelt. Johnson-Hall reviewed the two components of the Conservation Restriction and that they had both been approved by all parties. **Parker made a motion to accept both Conservation Restrictions as described by Vanesa Johnson-Hall of Greenbelt and to sign them that evening. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).** The Select Board members signed the documents immediately following the vote.

E. Set date/time for Board site visit to review alternative off-street parking locations within Cortland Lane public right-of-way

Wayne Amaral appeared before the Select Board remotely to discuss the alternative off-street parking locations (see exhibit E pages 94-95 for details). Jennings suggested scheduling the site visit after Labor Day to accommodate the abutters and to ensure the DPW and Select Board could be present. The Select Board decided to schedule the site visit for September 15, 2022 at 6pm. Jennings stated the community members who have inquired about this topic, as well as the direct abutters, and would be notified of the site visit. Further, the site visit would be a public meeting and the notice would be publicly posted. **No motion was made at this time.**

F. Review of draft letter to MassDOT requesting improvements to crosswalks on Main Street (Rte. 113)

A draft letter to MassDOT requesting improvements to the crosswalk on Main Street, written by Amaral, was presented to the Select Board for review (see exhibit F pages 96-98 for details). Amaral described the difference between parallel line and ladder type crosswalks and stated additional traffic improvements were needed but an updated crosswalk would help. Maintenance to other crosswalks in town were discussed as the

lines had faded due to snow removal in the winter. The Select Board and Amaral discussed the potential timeframe for completion and whether Amaral should submit the letter on the Select Board's behalf or submit the letter himself. It was decided to strike the reference to the Select Board within the draft and for Amaral to submit the letter to MassDOT himself. **No motion was made at this time.**

G. Consider designation of community liaison to Merrimack Valley Planning Council (MVPC) Transportation Program (for purposes of Safe Streets & Roads for All Users "SS4A" grant)

The Select Board discussed whether applying for a group grant would alleviate communities from the administrative side of the application process (see exhibit G pages 99-107 for details). After further discussion, it was decided that more information was needed before discussing this item further. **No motion was made at this time.**

H. Recap of recent working meeting re Page School feasibility/structural study and review of next steps

Jennings provided an informational update concerning the working meeting that took place the previous week. Jennings stated the group discussed the internal water line issues within the school, as well as, the funding approved at the last Town Meeting with the sunset date of 2024. Jennings stated a list of improvements to be completed was located but some of the items could have partially been completed. The Select Board discussed forming a working group, large enough that a broad knowledge of the building would be present, in order to determine the scope of the study. The Select Board discussed people to invite to serve on the working group that would have knowledge of the building. **No motion was made at this time.**

I. Request for authorization for removal of invasive plant species from Cherry Hill property (on/around Aug. 17-18)

Jennings presented an email from Michelle Greene, Conservation Agent, to request authorization for the removal of invasive species from Cherry Hill property (see exhibit I pages 108- 109 for details). The Select Board discussed the known problem areas but had not viewed the mapping information of where the removal would take place. Jennings stated all volunteers would be required to complete an indemnification form and hard copies would be available on site. Jennings stated this topic was placed on the agenda to ensure the Select Board was aware of the event and a vote was not required for this item. **No motion was made at this time.**

J. Updates regarding Soldiers & Sailors Memorial Building

Jennings stated the Planning Board had discussed the addition of "office space" as an approved use within a Special Permit. The amendment to the Special Permit would be presented at the Fall Town meeting after the draft was approved by legal. A public hearing to allow "office use" in that zone would also need to be scheduled. **No motion was made at this time.**

K. Review/approval of proposal/engagement letter with Roselli, Clark & Associates for Audits (FY22-24)

Jennings reviewed the proposed contract with Roselli, Clark, & Associates which highlighted the same rate as the prior year with an increase occurring the following year (see exhibit K pages 110-116 for details). The Select Board discussed the advantages and disadvantages of remaining with the same auditing firm. After further discussion, the Select Board decided to remain with Roselli, Clark, & Associates as they had been advised the proposed rate was affordable compared to other firms. Jennings stated the prior contract ended in June and the firm was scheduled to complete the next audit in September. **Parker made a motion to approve the contract for Roselli, Clark & Associates for audits for FY22-24 as shown in the proposal. Reed seconded. It was stated the audit would last for one week and should close out around Thanksgiving. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

L. Updated list of FY23 Emergency Management appointments

Jennings stated the Town Accountant was not included on the previously approved EMA list of appointments (see exhibit L pages 117-118 for details). **Parker made a motion to approve the revision to the EMA list of appointments to include the town accountant. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

M. Meeting minutes: July 11, 2022; July 18, 2022

The Select Board reviewed the meeting minutes (see exhibit M pages 119-124 for details). Clerical errors were noted for correction. **Reed made a motion to approve the minutes from July 11, 2022 and the minutes from July 18, 2022 as amended. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

Town Manager Updates

N. Update on status of The Collins Center employee wage & classification study

Jennings stated the town had received 45 updated job descriptions that would need review before being circulated to department heads and staff. Once distributed, staff would have an opportunity to compare the new description to current job duties and provide feedback. Jennings stated the Collins Center would then provide feedback of how to classify the jobs by group/grade with minimum and maximum wage ranges for each job.

Jennings stated if there was a justified wage increase supported by the Select Board for FY23 the increase would be retroactive to July 1, 2022. The Select Board discussed phrases within a number of job descriptions that were identical or incomplete. Jennings and the Select Board agreed that there would be a substantial amount of review needed. **No motion was made at this time.**

O. Update regarding Mill Pond All Access Trail conceptual design process

The Select Board reviewed the phase one and phase two draft designs of the Mill Pond All Access Trail (see exhibit O pages 125-133 for details). Feedback on the drafts from a working group consisting of one member each from Open Space, Parks & Recreation, and the Mill Pond Committees was the next step of the process. The Select Board discussed providing the working group a target date to provide the feedback.

Brad Buschur appeared before the Select Board in person. Buschur and the Select Board discussed the timeframe to apply for the Mass Trails Grant and the preparation of a proposal for the Spring Town Meeting to authorize funding. Discussion continued surrounding the cost of a schematic design, moving toward the permitting phase, and if wetland replication would be required. Buschur discussed permitting for both phases at the same time and then phasing the project during the construction phase. The Select Board, Jennings, and Buschur discussed the steps involved to bring the design to the permitting stage and whether applying for the Mass Trails Grant in the spring of 2023 was realistic. Reed stated a request for funding to complete the design and permitting phase should be proposed at the Spring 2023 Town Meeting, followed by the completion of the Mass Trails Grant in the Spring of 2024.

Jennings asked if the designer should remain under contract. Buschur suggested retaining the designer through the cost estimate associated with permitting. After further discussion, it was decided to continue the contract as the working group could suggest design modifications. The Select Board decided feedback from the working group would need to be submitted to the Select Board by October 6, 2022 and would be reviewed during the Select Board meeting October 11, 2022. **No motion was made at this time.**

P. Update regarding CPA-funded Historical Property Survey, Phase 3

Jennings stated the sunset date lapsed (see exhibit P pages 134-160 for details) and all documents would need to be resubmitted for the Fall Town Meeting. It was stated that the project remained the same without any changes. Jennings stated this was update was to inform the Select Board that they would be asked to include this item on the warrant for the Fall Town Meeting. **No motion was made at this time.**

Q. Review of ongoing work by/with Parks & Rec Commission to formalize O&M plan for ballfields

Jennings presented the Operations and Maintenance Plan, drafted by Buschur, to address the ballfields in town (see exhibit Q pages 161-165 for details). Buschur explained the baseball fields at Bachelor Street, Pipestave, and Page School had been maintained by volunteers in the past but the majority of the maintenance had been outsourced this year for around \$16,000. Buschur explained the maintenance that the fields required on a yearly basis and the additional maintenance needed concerning the snack shack and septic system at Pipestave. Jennings stated these items would fit into O&M but the budget was not sufficiently allocated. Buschur stated without an adequate water source, any maintenance completed on the fields would not be able to be maintained. The Select Board discussed the lack of irrigation at Pipestave and the Bachelor Street baseball fields. Amaral explained there were multiple breaks in the irrigation line at Pipestave and the whole line would need to be replaced. Buschur and Amaral discussed the extreme heat of the summer and the damage it caused to the baseball and soccer fields in town. **No motion was made at this time.**

R. Recap of recent meeting of Investment Policy Committee

Archibald stated the Investment Policy Committee reviewed the performance of Cambridge Trust OPEB accounts (see exhibit R page 166 for details) and it had underperformed the benchmarks. The Committee was working on getting an RFQ finalized in order to send it out to four or five different companies. Archibald stated that the committee had not decided to change companies but would review the responses from other firms in the fall. The Select Board briefly discussed ESG and how that would not be the only criteria to drive the decision. **No motion was made at this time.**

S. Follow up meeting assignment; placing items for future agendas

Archibald stated that Bruce Tarr requested to appear before the Select Board to review MassDOT communication regarding truck warning signals for the Rocks Village bridge. Archibald volunteered to reach out to the Chairperson of the Rocks Village Historical Commission.

Archibald stated a resident reported that the newly planted native species trees around the new school were discolored and half dead. Archibald questioned if it was the contractor or the district's problem.

Archibald made a motion to adjourn. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain). Open Session adjourned at 10:42pm.