



**Town of West Newbury**  
**Select Board**  
**Monday, February 14, 2022 @ 7:00pm**  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)  
**Open Session Meeting Minutes**

**Open Session:** Open session was called to order at 7:25pm by Chairperson Parker.

**Participation at the meeting:**

Richard Parker, David Archibald, and Wendy Reed *Select Board Members*  
Angus Jennings, *Town Manager*  
Rich Morrell, Yukan Sports, LLC  
Paul Magliocchetti  
Richard Daher  
Liz Oltman, *TEC Director of Transportation Planning*  
Wayne Amaral  
Fred Chania  
Maura McCarthy

**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.
- Regional Vaccination Clinics for COVID vaccination and booster shots. Town website for dates/details.
- Council on Aging meals, events and activities – see Town website for details.
- **Urgent call for residents interested in appointment to Finance Committee!** Call for other volunteers: current opportunities at <https://www.wnewbury.org/volunteer>
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>
- Thank you to the Water Dept and DPW for all the work put into fixing the water main failures.

**Regular Business**

**A. Special Event Permit Request: Road Race, June 12<sup>th</sup> at 8am – Yukan Sports, LLC**

The Select Board clarified that a for-profit company requesting the special event permit (see exhibit A pages 13- 16 for details). **Archibald made a motion to approve the Special Permit, with the stipulation that Yukan Sports, LLC make a donation to a local gift account.** Rich Morrell from Yukan Sports, LLC appeared before the Select Board remotely. Morrell stated the group had held the race for multiple years with the exception of the past two years due to the pandemic. Morrell stated the company would be happy to make a donation to a non-profit. The Select Board discussed the playground areas the applicant could chose to donate to. **Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

**B. Request for Class II Used Car License – Newburyport Automotive, 330 Main Street**

Attorney Paul Magliocchetti and Richard Daher appeared before the Select Board in person (see exhibit B pages 17-29 for details). Magliocchetti stated Daher had bought the business at 330 Main Street and the application before the board would allow Daher to sell up to 3 used cars as the previous business was allowed. Daher's experience in the automotive industry was discussed. **Parker made a motion to approve the used car**

**dealer license for Newburyport Automotive for up to 3 used cars. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

**C. Update regarding Route 113 (Main Street)/Page School/Pipestave safety audit – Liz Oltman, TEC**

Liz Oltman, Director of Transportation Planning at TEC, appeared before the Select Board remotely (see exhibit C pages 30- 33 for details). Oltman stated the company had been retained by the town to conduct a safety analysis along a portion of 113 adjacent to Page School including the existing crosswalk. Oltman presented the findings from the analysis conducted on the January 12, 2022 site walk. The next step in data collection would take place in April/May when pedestrian activity in the area would increase. Oltman stated that once the data had been collected, the Select Board would be presented with the findings and a drafted plan for improvements by the end of June. Wayne Amaral, DPW Director, appeared before the Select Board remotely. Amaral and Oltman discussed the possibility of including a sidewalk along a portion of Rt 133 and the MassDOT requirement for the inclusion of a bike lane within the roadway. The Select Board discussed how the analysis would hopefully lead to the approval of the Safe Routes to School Grant in the fall. **No motion was made at this time.**

**D. Summary/recap of Select Board / Town Manager goal-setting meeting held on February 5<sup>th</sup>, 2022**

This item was tabled (see exhibit D pages 34- 42 for details).

**E. Presentation of proposed FY23 operating budget – Angus Jennings, Town Manager**

See item F for details.

**F. Select Board discussion of proposed operating budget, and referral to Finance Committee**

Jennings stated the desired action of the Select Board was to refer the proposed operating budget to the Finance Committee for review and the referral would not reflect endorsement of the budget by the Select Board. Jennings presented the proposed operating budget summary sheet and recommended figures for the next fiscal year. All departments, wage adjustments above COLA, and proposed new staffing positions were discussed. The proposal to create a DPW project manager was discussed. Wayne Amaral, DPW Director, appeared before the Select Board remotely. Amaral supported the proposed DPW project manager position. Amaral stated the new position could represent the DPW Director and Town Manager for grant applications and project meetings as the workload currently fell solely on the Town Manager and DPW Director position. Jennings informed the Select Board that 35 grants had been managed the previous year.

Jennings informed the Select Board that wage adjustments from the wage study were not included in the proposed operating budget and neither was the additional funding for programming for the Council on Aging and Parks and Recreation. Jennings stated the additional funding for programming could potentially be moved from another department. Jennings discussed a transfer from school stabilization as part of a multi-year drawdown of one-time reserve funds to offset the tax impact of the new middle and high school. The Select Board and Jennings discussed if this should be built into the budget or put in as a separate article. All areas subject to change would be updated and submitted to the Finance Committee after the referral from the Select Board was approved.

The Select Board requested additional time to review the proposed operating budget. It was decided to revisit this item at the February 28, 2022 Select Board meeting. **No motion was made at this time.** Fred Chanania appeared before the Select Board and asked Jennings when the proposed budget would be posted to the town website. Jennings stated the budget would be posted once the areas subject to change had been updated.

**G. Review of proposed/potential warrant articles for spring Annual and Special Town Meetings scheduled for Saturday, May 14, 2022 at 9am**

*Open Session Meeting February 14, 2022; Minutes Approved September 26, 2022  
Posted Agenda on 2/10/2022 at the Town Offices and the Town's Official Website [www.wnewbury.org](http://www.wnewbury.org)*

Jennings and the Select Board reviewed the addition of placeholders for potential articles regarding the snow and ice deficit, unbudgeted personnel costs, Soldiers and Sailors re-zoning, Pipestave vegetation management, Historical Commission matching funds, and the Planning Department permit link. It was stated that 43 articles were proposed for the Spring Annual and Special Town Meeting warrant.

The Select Board discussed an article to rescind the previously approved funding for the restoration of the Soldiers and Sailors building and to include articles to authorize disposition to a third party or to remove the building and repurpose the site. Maura McCarthy, a direct abutter to the property, appeared before the Select Board remotely. McCarthy discussed concerns with the rezoning and what types of businesses would become allowed for that space. McCarthy stated the property line was extremely close and whatever changes were to take place would have a direct impact on everyday life. The Select Board discussed if the type of business use could be built into the historic preservation.

The Select Board reviewed the proposed articles and decided to invite a representative from the Conservation Commission and the Building Inspector to the March 14, 2022 Select Board meeting to present their respective proposed articles. Jennings stated any article could be removed from the warrant at a later date. All of the proposed articles remained on the warrant. **No motion was made at this time.**

#### **H. Vote to close Annual and Special Town Meeting warrants**

See exhibit H pages 43- 45 for details. **Parker made a motion to close the warrant for the Annual and Special Town Meetings. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

#### **I. Referral of proposed FY23 capital articles to Capital Improvements Committee**

Jennings informed the Select Board that the Page School Study, Town Office Phone Replacement, DPW Trucks, and the Public Safety Telecom Equipment articles had been sent to the Capital Improvements Committee. **No motion was made at this time.**

#### **J. Recap of School Building Committee discussion of native plantings at Middle/High School**

Jennings asked if any follow-up was needed on this topic (see exhibit J pages 46- 61 for details). Parker stated that Brad Dorr, Bill Brown, Nancy Pau, Carol Decker, Sue Stasiuk had scheduled a meeting to discuss the practicality of possible options. **No motion was made at this time.**

#### **Town Manager Updates**

#### **K. Update regarding wage/classification study**

Outreach letter was sent to all departments as 45 positions would be included in the scope of the study (see exhibit K pages 62- 64 for details). Jennings stated the scope of the wage study would include wage classifications and job descriptions. **No motion was made at this time.**

#### **L. Upcoming meetings regarding site analysis and conceptual planning for Mill Pond All Persons Trail**

Jennings stated the Mill Pond Committee meeting was scheduled for the following evening at 6pm to discuss this topic (see exhibit L pages 65- 66 for details). The Select Board decided to remain with the scheduled meeting with the consultant on Feb 28, 2022. **No motion was made at this time.**

#### **M. Update re ongoing research regarding MBTA Communities legislation; applicability to West Newbury**

Jennings stated that the Town Planner has discussed looking into applying for planning grants that could assist the town with applying the MBTA Communities legislation to West Newbury and updating the housing production plan (see exhibit M pages 67- 69 for details). The Select Board and Jennings discussed the land

requirements and possible locations available for this. Jennings stated the draft guidelines would be due May 2, 2022. **No motion was made at this time.**

**N. Updates regarding ongoing work of Stormwater Working Group**

Jennings informed the Select Board that a working group meeting was scheduled for Wednesday (see exhibit N pages 70- 71 for details). **No motion was made at this time.**

**O. Executed agreement regarding West Newbury participation in 2022 Municipal Cybersecurity Awareness Grant Program**

Jennings stated the town had officially signed the contract for the Cybersecurity Awareness Grant (see exhibit F pages 72- 75 for details). The Select Board discussed the training modules and tests that would be sent to municipality employees. **No motion was made at this time.**

**P. Follow up meeting assignment; placing items for future agendas**

**Parker made a motion to adjourn. Archibald seconded. Open session adjourned at 11:40pm.**