



**Town of West Newbury
Select Board
Monday, September 26, 2022 @ 7:00pm**
381 Main Street, Town Office Building
www.wnewbury.org
Open Session Meeting Minutes

Open Session: Open session was called to order at 7:12pm by Chairperson Archibald.

Participation at Meeting:

David Archibald, Richard Parker, and Wendy Reed *Select Board Members*
Angus Jennings, *Town Manager*
James Blatchford, *Town Clerk*
John Haley, *Conservation Commission Member*
Rock Dower, *Veteran Fireman's Association President*
Christine Wallace, *DPW Projects and Programs Manager*

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.
- Fall Trail Hike on the River Road Reservation- October 2, 2022 at 1pm
- Special Town Meeting: Monday, October 24, 2022 at 7pm in the Annex
- 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. Recognition of First Responders incident response on August 24th

Archibald read a letter from Chief Dwyer describing the medical emergency that took place and thanked all those involved for their life-saving efforts (see exhibit A page 2 for details). **No motion was made at this time.**

B. Application of John Haley to serve on Conservation Commission

John Haley appeared before the Select Board remotely (see exhibit B pages 3-6 for details). Haley, an associate member appointed in June, stated certification through the Massachusetts Association of Conservation Commission would be completed in October. **Reed made a motion to appoint John Haley to the Conservation Commission, term ending June 30, 2024. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

C. Proposal to name public safety driveway (off of Bachelor Street) "Hand Tub Lane" – Rock Dower, President, West Newbury Veteran Firemen's Association

Rock Dower, West Newbury Veteran Fireman's Association President, appeared before the Select Board for this request (see exhibit C page 7 for details). Dower gave a brief history of the Veteran Fireman's Association and stated the Gardner 4 Hand Tub held the record for 7 consecutive wins at the New England States Veteran Fireman's League Championships. The Select Board, Dower, and Jennings discussed the proposal to name the Public Safety Driveway, off Bachelor Street, "Hand Tub Lane". Jennings stated the area would not become a public way, but a ceremonial naming and signage could be placed to reflect the naming of the driveway. **Reed made a motion to name the back entrance to the safety building off Bachelor Street "Hand Tub Lane". Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

D. Request for authorization to apply for FY23 Firefighter Safety Equipment Grant – *Fire Chief Dwyer*

Archibald reviewed the request, application deadline of October 21, 2022, and stated there was no required matching fee for this grant (see exhibit D pages 8-16 for details). Jennings stated this would be the third year in a row that the grant application had been submitted and \$12,500 was the maximum amount the grant would award. **Parker made a motion to approve the submission of the Firefighter Safety Equipment Grant. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

E. Introduce new DPW Projects/Programs Manager Christine Wallace – *Wayne Amaral, DPW Director*

Christine Wallace, the DPW Projects and Programs Manager, appeared before the Select Board in-person. Wallace described educational and professional background in engineering, stormwater management, and public policy. Wallace, a current Newburyport City Councilor, stated the job in West Newbury would be the number one priority. The Select Board and Wallace discussed the need for Wallace to recuse on projects where both communities would be directly involved. The Middle Street Bridge was given as an example of a conflict of interest where Wallace could not be directly involved.

Wayne Amaral appeared before the Select Board remotely. The Select Board, Jennings, and Amaral briefly discussed the status of the Middle Street Bridge and the additional borings completed through the Massworks Grant funds. Archibald informed Amaral that the jersey barriers were not returned to a placement that would effectively restrict cars from crossing the bridge after completing the borings. Amaral stated the DPW would move the barriers back to the correct position. Jennings stated that it would be easier for Wallace to manage new projects from the ground up, rather than research the steps that have already been taken on projects that have had an extended length. Jennings briefly discussed the phone replacement project at the Town Office Building and stated that Wallace would be managing this project from beginning to end. **No motion was made at this time.**

F. Appointment of members to newly established Page School Structural/Feasibility Study Working Group

Archibald reviewed the approval of the appropriation of funds at the May 22, 2022 Annual Town Meeting to conduct a structural/feasibility study of the Page School. The Select Board and Jennings discussed the importance of establishing a comprehensive scope of work to be completed before obtaining a vendor (see exhibit F pages 17-18 for details). Discussion continued surrounding repairs that had been completed in the past and the flooding that occurred in the winter of 2018. The Select Board reviewed the list of proposed members of the working group. Parker stated that he would recuse himself from the vote as he was listed as a proposed member of the working group. **Reed made a motion to approve the composition of the working group as laid out in the packet. Archibald seconded. Motion passed (2 Yes, 0 No, 1 Abstain).**

G. Review of draft Special Town Meeting Warrant; vote/review Board recommendations regarding proposed warrant articles

See exhibit G pages 19-32 for details.

Article 10: Green Communities Grant Matching Funds

Parker discussed the \$16,500 proposed for this article and stated the full cost of the project to come in around \$67,000. The Select Board discussed the electric rate increase set to occur November through April that would be three times the current rate. Discussion continued surrounding the solar fields, the credits the town received for the electricity generated, and the possibility the amount of credit would increase with the raised rates. The Select Board and Jennings discussed contributing additional funds to the Green Communities Grant by utilizing the unused funds from a previously approved article with a sunset date of FY22. The Select Board discussed including all of the information within the language of the article to inform the voters of the total amount the town would put forth toward the project. Jennings stated the language could be included within the explanation of the article and the motion, but the article itself could remain the same. Reed stated the energy savings would be a long-term investment for the town. **Reed made a motion to recommend Article 10.**

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Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain). Jennings stated for the record that the additional \$8,500 from the prior 2020 approved article would be available to contribute toward the matching funds. The Select Board and Jennings discussed the language written in the draft articles stating the money would become from “available funds”. Jennings stated that each motion would reflect which specific funds the money would be drawn from.

Article 15: Zoning Amendment

Archibald discussed the zoning amendment article and the building inspector’s comments concerning the potential difficulty of enforcement. The Select Board discussed waiting until the Zoning Board of Appeals held the public hearing. **No motion was made at this time.**

H. Discussion of logistics (incl. COVID protocols) for Special Town Meeting on Oct. 24, 2022 at 7pm

The Select Board discussed if a recommendation for masks should be included and if a section of seating should be set aside for residents who wish to be seated solely near masked individuals (see exhibit H page 33 for details). The Select Board and Jennings discussed the need for a 90-person quorum for a portion of the articles. **No motion was made at this time.**

I. Review August 22nd letter from Board of Water Commissioners regarding opportunities for regional collaboration

Archibald stated a letter of response would be generated to the Board of Water Commissioners outlining how the Commission could pursue regional collaboration (see exhibit I pages 34-81 for details). The Select Board reviewed the outlined notes and agreed to form a response in an effort to provide input on how to execute the Town Meeting article. The Select Board agreed to ask the Board of Water Commissioners to report back at the Spring Town Meeting.

Jennings, Bob Janes, and Mike Gootee has attended a webinar through the EPA on regional collaboration, and Jennings discussed the different types of partnerships discussed in the webinar; informal cooperation, contractual assistance, joint power agencies, and ownership transfer of national establishment. **No motion was made at this time.**

J. Review/approve Declaration of Trust (for Affordable Housing Trust)

Jennings stated the declaration reflected the approved bylaw and would allow the Trustees financial control of the assets of the trust (see exhibit J pages 82-106 for details). **Parker made a motion to approve and sign the declaration of the trust as presented in the packet. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

K. Discussion of MBTA Communities legislation, and deadline to prepare “Action Plan” by Jan. 31, 2023

Jennings stated the Planning Board Chairperson, Ann Bardeen, agreed an effort to prepare an action plan by the end of January should be made as the legislation was a state mandate. Jennings recognized the limited amount of time would not lend itself to public outreach and the Select Board would not be obligated to approve the action plan. Jennings stated the One-Stop Grant had been applied for but the town would not receive a response until October/November, which would not allow enough time to acquire a consultant for assistance. Jennings stated help from the Affordable Housing Trust was welcomed and was hopeful a new Town Planner would be hired in time to assist with the action plan. The Select Board reviewed the requirement for 87 units and six acres of land to be included in the action plan. **No motion was made at this time.**

L. Meeting minutes: September 15, 2022; September 1, 2022; February 14, 2022

The Select Board discussed the site walk on Cortland Lane and noted minor clerical errors to be corrected (see exhibit L pages 107-117 for details). **Reed made a motion to approve the minutes from September 15, 2022 as amended. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

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The Select Board noted clerical errors to be corrected on the minutes from February 14, 2022. **Reed made a motion to approve the meeting minutes from September 1, 2022 as written. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain). Reed made a motion to approve the minutes from February 14, 2022 as revised. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

Town Manager Updates

M. Select Board letter sent to MassDOT re proposed signage re Rocks Village Bridge

Jennings stated the letter of response had been sent to MassDOT regarding the proposed bridge signage (see exhibit M pages 118-120 for details). Reed stated resident emails continued to be received with the same general support of the signage. **No motion was made at this time.**

N. Updates regarding hiring processes: Planning; Water; Finance; DPW

Jennings updated the Select Board on the hiring processes for the open town positions; the town had two finalists for the Town Planner position; the Water Department had hired a new operator, Jason Allard, who was anticipated to begin the following week; conditional upon securing the necessary license, an offer was extended to Mark Marlowe for the Water Superintendent position; and the Town Accountant position and the DPW Licensed Operator positions had been posted. **No motion was made at this time.**

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

Reed made a motion to adjourn. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain). Open session adjourned at 9:56pm.