



Town of West Newbury
Select Board
Monday, January 3, 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 7:17pm by Chairperson Parker.

Participation at the meeting:

Richard Parker, David Archibald, and Wendy Reed (*remote*); *Select Board Members*
Angus Jennings, *Town Manager*
James Blatchford, *Town Clerk*
Kelly Scott
Elisa Grammer

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; <https://www.youtube.com/watch?v=93IxIaOoL6o>
- Regional Vaccination Clinics for COVID booster shots. See Town website for dates and details.
- Call for volunteers: current opportunities at <https://www.wnewbury.org/volunteer>
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

Regular Business

A. Recognition of Kelly Scott for donation of restored 1856 Town Map

Parker stated the 1856 map of Essex County, formerly owned by longtime resident Robert Lovejoy, had been donated to the Town by Kelly Scott (see exhibit A pages 2-11 for details). Scott appeared before the Select Board remotely and stated the daughter of Robert Lovejoy was excited the map would be accessible for the public to view on a regular basis. Scott requested the Select Board approve a small plaque to be hung near the map in memory of Lovejoy. Elisa Grammer appeared before the Select Board in person. Grammer and the Select Board discussed hanging the map on the wall outside of the Hearing Room and whether illumination would be needed. **Parker made a motion to approve the mounting of the map, as framed, with the plaque on the wall outside the hearing room, exact location to be determined, with illumination that requires minimal wiring and minimal maintenance. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

B. Request for waiver of 15-day waiting period for appointment of interim COA Director

Jennings stated the interim COA Director position had been posted internally and the Town had received interest from one internal candidate (see exhibit B pages 12-16 for details). **Archibald made a motion to waive the 15-day waiting period for appointment of interim COA Director. Parker seconded.** Jennings stated the aim was to have COA office coverage Monday through Thursday for the hours the building was opened until a permanent director could be hired. **Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

C. Extend term of Interim Regulations for Housing Contribution Payments and Resale Fees

Jennings requested an extension on the Interim Regulations until June 30, 2022, or until the Affordable Housing Trust was formally established (see exhibit C pages 17-19 for details). **Reed made a motion to extend the term as outlined. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

Parker made a motion to add an item to the agenda that was not anticipated at the time of posting. Parker stated the item was for funding authorization for self-administered Covid-19 test kits. Archibald seconded. Motion to add the item unanimously passed (3 Yes, 0 No, 0 Abstain).

Jennings stated the Commonwealth of Massachusetts had secured an agreement to acquire Covid-19 test kits from three different companies at wholesale rates. The Select Board discussed how much of the ARPA funds should be allocated and what the distribution of the tests would look like. Parker believed the test kits should be allocated for seniors, veterans, and low-income individuals. Archibald believed the test kits should be limited to West Newbury residents. **Parker made a motion to approve the allocation of \$30,000 for the purchase of self-administered test kits for the distribution to seniors, veterans, and individuals on fixed incomes that can somehow demonstrate they cannot afford to purchase the test.** Reed requested a distribution proposal from the Health Department. Jennings stated the Board of Health would be meeting the following week and suggested authorizing the funds subject to rules for distribution that would be defined at a later date. **Parker withdrew the motion.** Discussion continued surrounding the need for clear guidance for distribution of the test kits. **Archibald made a motion to approve the allocation of up to \$30,000 of ARPA funds for the procurement of self-administered test kits subject to rules for distribution of the kits to be approved by the Select Board at a future meeting. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

D. Confirm method of calculating accrual rates for Qualified Part-Time employees

Jennings discussed the language within the personnel policy surrounding the accrual rates of sick and vacation time for qualified part-time employees (see exhibit D pages 20-24 for details). Jennings stated a decision was not required that evening as a public hearing would need to be held for any changes the Select Board would like to implement. The Select Board and Jennings discussed if accruals between employee records and Finance records did not align the difference in hours would not be taken back. Jennings stated a revised policy with pro-rated accruals would be drafted and brought back before the board for the January 31, 2022 meeting. Jennings hoped employee comment would be received in time for the meeting. **No motion was made at this time.**

E. Review of draft Wetlands Bylaw received from Conservation Commission

Reed requested a redline version of the draft to determine if the Select Board prior concerns had been addressed (see exhibit E pages 25-35 for details). Archibald raised concerns within the section labeled "Jurisdiction" that would define water bodies along roadways as intermittent streams. Archibald believed the bylaw would create a burden on homeowners and create a massive workload for the Conservation Commission. The Select Board discussed the 100ft buffer zone and whether it would limit the landowner's right to trim bushes or mow their lawn as the bylaw stated no vegetation could be removed without Conservation Commission approval. Archibald stated that as written, the bylaw would require a homeowner to file an application with the Conservation Commission in order to install a new mailbox.

Nancy Pau appeared before the Select Board in person and stated clarification was needed as it appeared there would be significant impacts for landowners. Pau stated discussions should take place before the bylaw was brought to Town Meeting as that was not the appropriate place to have a debate. Reed stated a public hearing had been held the first time the bylaw had been proposed and stated another public hearing should be held in order for the residents to ask questions.

Jennings discussed the need to include a clause where current permit holders would not be required to appear before the Conservation Commission in the event the bylaw was approved. Jennings explained that unlike zoning amendments, bylaws were not grandfathered in unless a clause was included. **No motion was made at this time.**

F. Town Manager performance evaluation and discussion of 2022 Board priorities

The Select Board stated the Town Manager evaluation had been completed and was reviewed with

Jennings. Parker stated the evaluation was highly favorable, with scores ranging from commendable to satisfactory, and discussed the need for additional staffing in order to accomplish all of the initiatives the Town would like to pursue. Jennings agreed with the review and areas in need of improvement. Jennings discussed the difficulty in the delegation of tasks associated with the current staffing shortages. The Select Board and Jennings discussed the need to create a clear list of priorities and set a tentative date of February 5, 2022 to meet and create the list. **No motion was made at this time.**

Town Manager Updates

G. Vendor contract, Wage Classification Study

No additional information was discussed at this time.

H. Upcoming kickoff meeting for Page School/Pipestave/Main Street safety audit

Jennings stated a working meeting would be held January 30, 2022 at 9am at the Page School with a site visit immediately following (see exhibit H pages 36-45 for details). Jennings stated members from the Select Board, the Driving and Riding Club, and Park & Recreation would be invited, as well as, the principal of Page School, the Police Chief, the Fire Chief, and the DPW Director. Jennings stated this would not be a public meeting and the intent was to have no more than 12 people attend. Parker volunteered to attend as a representative for the Select Board. **No motion was made at this time.**

I. Updates on active projects

No additional information was discussed at this time.

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

No additional information was discussed at this time.

Parker made a motion to adjourn. Archibald seconded.

Motion unanimously passed (3 Yes, 0 No, 0 Abstain). Open Session adjourned at 9:47pm.