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**Town of West Newbury  
Board of Selectmen  
Tuesday, November 12, 2019 @ 7p.m.  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)  
Minutes of Meeting**

**Open Session:** 7pm in the First Floor Hearing Room

The Meeting was called to order at 7:13 p.m. by Chairman David Archibald.

**Announcements:**

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Municipal Vulnerability Preparedness - resident survey now online, please participate!
- A Capella Night! Northeastern's Nor'easters. Saturday, November 23 at 7 PM, Pentucket High School
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/board-selectmen/pages/2019-20-volunteer-opportunities>

At the request of the Board of Selectmen, Police Chief Jeffrey Durand read a statement regarding an alleged threat by a student at the Pentucket Regional High School. Sgt. Johnson, School Resource Officer Dwyer and the School Administration concluded that there was no credible threat and that this was an unsubstantiated rumor. He reported that the investigation continues and he has placed a few extra patrol officers around the school. If anyone has any information regarding this incident they are requested to bring it forward to the West Newbury Police Department.

**Regular Business**

- A. Acknowledgement and thanks for contribution of \$4,155.79 to Carr Post Building Gift Account

The Board heard of previous fundraising efforts and expenditures related to the Carr Post Building. At the end of this groups efforts the abovementioned amount was contributed to the Carr Post Building Gift Account.

- B. Request to require one facility use charge, 5-session beekeeping class at Town Hall -*Black Birch Farm*

William Hamilton answered Selectmen's questions regarding this school. Rather than the normal Rental Fee of \$120.00 x 5 sessions for a total of \$600.00 he is requesting a one time rental fee of \$120.00 for all 5 sessions to make this class cost effective for him to run.

**Motion was made by Selectman Richard Parker, seconded by Selectman Glenn Kemper for a one time fee of \$120.00 for a 5 session class.**

**Yes 3, No 0.**

C. Update on Water Rate Study now underway -*Board of Water Commissioners*

Michael Gootee, Manager/Superintendent of the Board of Water Commissioners answered questions from the Board. An outside consultant has been hired to study the rate structure for the water rates for the next three years. Related information regarding the rates is contained in the Agenda Packets. Discussion took place regarding the current construction on the water tank and future upgrades/maintenance projects. Also discussed was the debt for these projects and the effect on the rates.

D. Review of draft policy regarding Memorial Day Parade

Town Counsel Michael McCarron prepared proposed Memorial Day Parade Rules which are contained in the Agenda Packets. This list of rules was for discussion purposes only and was not intended to be voted on at this meeting. This will be placed on the Town's website for public comment and will be placed on a future agenda for adoption when completed.

E. Discussion of November 4, 2019 Special Town Meeting and any follow-up items

Angus Jennings, Town Manager reported to the Board that he, Police Chief Jeffrey Durand, and Wayne Amaral DPW Director have corresponded with MassDOT about the possibility of on-street parking on Route 113 for the Soldiers and Sailors Building. Related memorandum is part of the Agenda Packet.

F. Presentation of FY20 Tax Recap Model and estimated tax rate

The Agenda Packets contain all related data for the Tax Recap Model and estimated tax rate prior to the actual tax rate hearing for the Board's information. The Board requested information from Angus Jennings, Town Manager regarding the changes in value in regard to other towns in the Region.

G. FY21 budget policy guidance and budget process

Angus Jennings, Town Manager supplied past policy and discussed the items of concern for the upcoming budget season. Discussion took place regarding the cost of solid waste hauling, solid waste tipping fees, recycling and health insurance. The agenda packets contain past policy and a memorandum from Angus listing items he wanted to bring to the attention of the Board.

H. Update on Middle/High School design process, anticipated permitting timelines, neighborhood meeting

The Agenda Packets contain Minutes of Meeting and proposed VE design changes to be voted on at the next School Building Committee meeting. Angus brought his concerns about the issues to be taken up at this meeting with the Board.

- I. Update on Designer Selection process for Soldiers & Sailors Memorial Building; designation of individual or group as Review Committee; review of insurance requirements, designer fee

The Agenda Packets contain a memorandum from Angus Jennings, Town Manager and Michael McCarron Procurement Officer regarding progress on this project that is ongoing for the Board's review.

**Motion was made by Chairman David Archibald, seconded by Selectman Glenn Kemper to designate Michael McCarron to select the designer for this project.**

**Yes 3, No 0.**

Discussion took place as to the charge of the Committee. It was decided that this subject would be taken up at a future meeting. It was determined that a draft of the charge of the Building Committee should be placed on the next Board Meeting.

Michael McCarron reported that the current timeline of the designer selection process would take place as follows:

December 9, 2019	Designers inspect the building
December 17, 2019	Selection Date

Insurance coverage would be set at \$1,000,000.00 for this project.

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to amend the Board Policy on this project to 3 finalists or such lesser number of finalists based on the number of proposals received from qualified respondents.**

**Yes 3, No 0.**

- J. Review and approval of Conservation Restriction for River Road property

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to Approve the Conservation Restriction for River Road Property.**

**Yes 3, No 0.**

- K. Review of draft Solid Waste Master Plan issued by MassDEP; preview of joint meeting with Board of Health on November 25, 2019

The Agenda Packets contain the draft material abovementioned. Informational. Discussion took place on this subject under Item G.

- L. Rescind 9/16/19 temporary designation of Board of Selectmen representative to approve A/P warrants

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to rescind the Temporary designation of Board of Selectmen representative to approve Accounts Payable Warrants.**

**Yes 3, No 0.**

- M. Meeting minutes: November 4, 2019.

Item Tabled.

**Town Manager Updates**

- N. Review of proposed borrowing structure for water capital projects (water tank, and wellfield chemical building) and Soldiers & Sailors Memorial

Informational. Memorandum from Town Manger and proposed financing schedule are contained in the agenda packets.

- O. Recap of items reviewed with MIIA during annual review of insurance coverage and policies

Informational. Memorandum from Town Manager and related communications are contained in the Agenda Packets.

- P. Update on request to MA EOHED to release \$20,000 State funds for Page School ADA improvements

Informational. Related communications for release of funds from State are contained in the Agenda Packets.

- Q. Review of information prepared for Capital Improvement Committee meeting on November 13, 2019

Informational. Related memorandum from Town Manager, Minutes of Meeting and sample are contained in the Agenda Packets.

- R. Housing policy discussion upcoming at CPC meeting on November 21, 2019

Memorandum from Town Manager contained in Agenda Packets. Michael McCarron, Town Counsel advised that an item would need to be placed on the Spring Town Meeting if the Board wishes to pay 3<sup>rd</sup> party costs if needed to use inclusionary housing fund. Rules would need to be established for use of a housing fund and would need an appropriation.

S. Clarifications regarding FY20 holiday recognition schedule and departmental closures

**Motion was made by Selectman Richard Parker, seconded by Selectman Glenn Kemper that in recognition of Christmas Eve departments would close at 12:00 p.m. This would be for non-essential, salaried employees.**

**Yes 3, No 0.**

**Motion was made by Selectman Richard Parker, seconded by Selectman Glenn Kemper that in recognition of the day before Thanksgiving departments would close at 2:00 p.m. This would be for non-essential, salaried employees.**

**Yes 3, No 0.**

T. Follow up meeting assignments

Working Draft contained in Agenda Packets.

U. Placing items for future agendas

**Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to adjourn at 10:04 p.m.**

**Yes 3, No 0.**

**Respectfully submitted, Mary DiPinto**

**Meeting minutes approved by 3-0 vote of Board of Selectmen December 9, 2019**