



**Town of West Newbury
Board of Selectmen
Monday, December 9, 2019 @6pm
381 Main Street, Town Office Building**

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2020 JAN -7 AM 9:45

Minutes of Meeting

The Meeting was called to order at 7:12 p.m. by Chairman Archibald.

Attendance: Board of Selectman: Full Board
Town Manager, Angus Jennings
Asst. To Town Manger & Finance Dept. Jenny Walsh
Town Clerk/Counsel & Procurement Michael McCarron
Ashley Davis
Police Chief Jeffrey Durand
Emmanuel Terrero & Family

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Tree Lighting, this Thursday December 12th, 6:30 PM, Training Field - singing, cocoa, cookies - all are welcome!
- Planning Board public hearing on proposed Pentucket Middle/High School: Tuesday, Dec. 17 at 7 PM in Town Annex
- Draft Memorial Day Parade policy posted to Town website - invitation for public comment - Board of Selectmen review to take place on December 23, 2019
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/board-selectmen/pages/2019-20-volunteer-opportunities>

Regular Business

- A. Request for appointment of Emmanuel Terrero as Reserve Police Officer - *Police Chief Durand*

Chief Jeffrey Durand introduced Emmanuel to the Board of Selectmen and recommends his appointment as a Reserve Police Officer.

Motion by Selectman Glenn Kemper, seconded by Richard Parker to approve the appointment.

Yes 3, No 0.

- B. Notification of appointment of Samantha Holt as part-time Dispatcher and request to waive 15-day waiting period

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve appointment and waive the 15-day waiting period.

Yes 3, No 0.

- C. Request for appointment of Susan Babb to Council on Aging Board

Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Susan Babb to fulfill the remainder of Mary Harada's term effective 12/6/2019.

Yes 3, No 0.

- D. Consideration of candidates for appointment to School Building Committee

After discussion with the Ashley Davis and Tom Atwood two candidates interested in filling this Committee vacancy the following motion was made:

Motion by Selectman Richard Parker, seconded by Selectman Glenn Kemper to appoint Ashley Davis to the School Building Committee.

Yes 3, No 0.

Angus Jennings, Town Manger will notify the Pentucket Regional School of this appointment.

- E. Update on prospective designer open house today (Dec. 9th) for Soldiers & Sailors Memorial Building

Angus Jennings, Town Manager reported that there were 8 design firms at the open house for this project. There were addendum questions asked which were then sent out to all design firms that afternoon by Michael McCarron Procurement Officer. Michael will conduct interviews with 3 firms when qualifications have been reviewed.

- F. Review and approval of draft updated Committee Charge, Carr Post Building Committee (Soldiers & Sailors Building)

- G. Review of public comments received to date on draft Memorial Day Parade policy; recommended revisions for continued Board review at meeting on December 23, 2019

David Archibald thanked the public for their input and comments. The Board wishes to address the subject of banners in the parade. Identifying information is allowed.

- H. FY21 budget process and timeline

Chairman Archibald expressed concern that closing the warrant in mid-February is too late. For the Special Town Meeting and the Annual Town Meeting the end of January is preferable.

Motion was made by Selectman David Archibald, seconded by Selectman Glenn Kemper to close the Warrant on January 31, 2020 at 12:00 p.m. for the Special Town Meeting and Annual Town Meeting.

Yes 3, No 0.

I. Continued discussion of FY21 budget policy direction

Angus Jennings, Town Manager gave a draft to the Board regarding known cost drivers. He reported that the School Debt is \$651,000.00 less School Stabilization offset, Trash Collection \$60,000.00, Health Insurance with a 7% estimated increase, Pentucket Regional High School Assessment \$190,000.00 and Essex Agricultural School with two students where one student was budgeted for in the current year. The Board also requested that Angus run Cost of Living Allowance as he did last year.

J. Request for Board direction regarding potential extension of Animal Control Officer contract with Newburyport for FY21

Chairman David Archibald stated that he had no negative feedback on this contractual arrangement. Other Board members agreed. The Board supports maintaining this contract.

K. Request for comment on Massachusetts Rural Policy Plan

Informational. Memorandum contained in Agenda Packets.

L. Meeting minutes: November 12, 2019.

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to approve the minutes of Meeting for November 12, 2019.

Yes 3, No 0.

Town Manager Updates

M. Update on petitions to MassDOT for speed limit changes on Church Street and Bridge Street

The Church Street request was referred to the State by Mass Department of Transportation. Angus expects the requests to be approved and reported that these items just need to proceed through the process. Both Angus and the Board wish to recognize the work of Wayne Amaral, DPW director for his work as a traffic engineer on this project.

N. Update on work toward adoption of remaining Community Compact Financial Policies

Angus reported that the Finance Department was still working on the adoption of these policies as time allows.

O. Update on actuary preparation of OPEB Financial Reporting and Disclosures; final report to be presented at Investment Policy Committee meeting on December 17, 2019

Angus reported that there are fewer people this year than last. This is a liability this year but the Actuarial is not concerned. Because of the small number of employees a small change can cause a big swing. He is expecting the final report December 10, 2019 and will bring the report

forward to the Board and the Finance Committee when it is received.

P. Follow up meeting assignments

- 1.) The next meeting date was set for December 18, 2019 at 7:00 p.m.
- 2.) The Page School Playground is requesting a letter of support for the Community Preservation Committee proposal.
- 3.) A resident expressed concern regarding parking restrictions at Sullivan's Court and Whetstone. The Board felt that they had already addressed this issue and at this point it is not a Board issue and had been taken care of previously. It was suggested that perhaps enforcement such as ticketing or warning prior to ticketing was in order.

Q. Placing items for future agendas

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to adjourn the meeting at 8:28 p.m.

Yes 3, No 0.

Respectfully submitted, Mary DiPinto