

Town of West Newbury

Board of Selectmen

Monday, August 19, 2019

First Floor Hearing Room

Chairman David Archibald called the meeting to order at 7:15 p.m. Selectmen in attendance were Glenn Kemper and Richard Parker.

Others in attendance were Jen Solis, Jeffrey Durand Police Chief, Krystelle Griskiewicz, Steve Swallow and Tom Atwood.

Announcements

This meeting is broadcast on YouTube

Community Bandstand Summer Concert Series every Thursday night through August 29, 2019.

Verizon removal of Fox College sports from FIOS TV channel lineup.

Opportunities for FY 20 Committee appointments posted on the West Newbury Selectmen's Website page.

FY 20 Senior Tax Work-off program – interested parties may contact Theresa Woodbury at the Council on Aging office.

Regular Business

A. Appointment of John Ripa III as full-time police officer.

Police Chief Jeffrey Durand reviewed the procedures that have taken place in the Police Department prior to his recommendation of this candidate to the Board. The Board asked questions regarding Mr. Ripa's intentions to stay on in the West Newbury Police Department and pursue his Associates Degree in Criminal Justice which he replied yes to all.

Selectman Glenn Kemper made the Motion to appoint John Ripa III to a full-time position in the Police Department. Motion seconded by Selectman Richard Parker. **Yes 3 No 0**

Appointment effective June 15, 2020.

D. (Item taken out of order) Discussion of Potential location to bury Bicentennial time capsule.

After discussion it was determined that the Training Field and the Page School would be good locations for the capsules. The Page school would be for children of all grades at the school and the other capsule would possibly contain such items as a Birthday Invitation form the Bicentennial event, a town photo and perhaps K.C. Swallow's poem. It was suggested that a call be put out for the public's input as to what should be in the capsule at the Training Field. There will also be careful attention paid to the placement of the capsule and a marker to designate where it is buried which should be small but durable.

Selectman David Archibald made the motion which was seconded by Glenn Kemper to add the Time Capsule to the Training Field site.

Yes 3 No 0

- B. a. Special Event Permit for Essex County Greenbelt Association September 21, 2019, 9:00 am to 12:00 p.m.** Discussion took place regarding the need to obtain a TIP server certification and Certification of Insurance. Selectman Glenn Kemper made the motion to approve the request, seconded by David Archibald.

Yes 3 No 0

- b. Special Event Permit for Myopia Hunt Club September 24, 2019 and October 8, 2019 at 10:00 A.M. on both days.** Motion was made by Selectman Glenn Kemper and seconded Selectman David Archibald subject to Police Chief Jeffrey Durand signing off on the event.

Yes 3 No 0

- b. Request for a One-Day Liquor License, Nourishing the North Shore Annual Harvest Party September 15, 2019 from 2:00 to 4:00 p.m.** Subject to a TIP Certification and Certification of Insurance Selectman Glenn Kemper made the motion to approve the application which was seconded by Selectman David Archibald.

Yes 3 No 0

- E. Establish Food Pantry Gift Account pursuant to MGL C. 44, s. 53A. Motion was made by Selectman David Archibald and seconded by Selectman Glenn Kemper.**

Yes 3 No 0

F. Update on Middle Street Bridge MassWorks grant application. After discussion it was

Determined that a joint meeting with the City of Newburyport, MA would take place on

September 23, 2019. The meeting will be held in the West Newbury Town Hall.

G. Update on consultant work on Carr Post Building and anticipated Community Preservation

Committee proposal for Fall Town Meeting. The Board expressed concern the budgeted amount of \$110,000.00 might not be sufficient to rehabilitate the turret and that the roof be properly supported. It was decided to have a meeting on September 9, 2019 with the Architect present to answer questions.

H. Discussion of potential scope of Community Preservation Committee proposal to improve the two Page School playgrounds to bring them to American with Disabilities Act accessibility.

Discussion took place regarding the two playgrounds and the existing accessibility issues that exist. A second issue is drainage with ice and water buildup in the winter months. Angus Jennings, Town Manager will work with the Architect and Landscaper to move this project along.

I. Opening of October 28 Special Town Meeting Warrant and setting warrant closing date.

Selectman Glenn Kemper made a motion to close the Warrant September 20, 2019 at 12:00 p.m. Motion was seconded by David Archibald.

Yes 3 No 0

J. Proposed amendments to job descriptions for positions appointed by the Board of Selectmen. (Town Accountant/Business Manager, Town Clerk/Town Counsel) Selectman Glenn Kemper made the motion to approve the changes, seconded by David Archibald.

Yes 3 No 0

K. Proposed changes to approval process for Facility Use Requests below certain thresholds, No Alcohol, Under 30 people attending, recurring meetings such as sports, Boy Scouts. Garden Club, condo and homeowners Association, etc.

Motion made by Selectman Glenn Kemper, seconded by Richard Parker to approve the changes to the process.

Yes 3 No

Town Manager Updates

L. Meetings from Pentucket School Building Committee and School Building Working Group.

The Design Process costs estimates have been completed and reconciled. Tom Atwood, speaking on behalf of himself, requested through the board that the wetlands delineation be moved back to give the Conservation Commission time to complete it's work as a project of this size is likely to take more than one meeting to complete. The Pentucket School Building Committee and the School Building Working Group will be requested to move the timing necessary to complete this work.

M. Update on recent facility improvements to the G.A.R. Library. Library Duct cleaning and carpet replacement projects are underway.

N. West Newbury Youth League potential to establish AED (defibrillator) Program. Angus Jennings, Town Manager has been exploring this issue with Police Chief Jeffrey Durand, Wayne Amaral, DPW Director, and Fire Chief Michael Dwyer. Such issues as what entity would be the AED Agency, who would maintain the equipment, and proper training would need to be worked out. At current staffing levels this would not be feasible.

O. Update on revisions to job descriptions under Town Manager appointing authority and active job postings. (Resident Services Administrator, Assistant to Town Manager and Finance Department). Angus Jennings Town Manager intends to post the new position in the Massachusetts Municipal Association, the local newspaper, list serve, the town's website and the town's Facebook page.

P. Updates on active and pending projects. Angus Jennings, Town Manager updated the Board on current projects and future goals that he is involved in. Handout given to Selectmen with a current report. Discussion took place regarding the Public Safety Sign. The Planning

Board and Open Space Committee will be invited to bring concerns forward at a future meeting.

Q. Follow Up Meeting Assignments. Discussion took place regarding the replacement of the outside stairs on the West Side of the Municipal Building. The Library work, the stair replacement and the sewer pipe issue on the Municipal Building have depleted funds in the maintenance budget.

R. Placing items for future agendas. Discussion took place with the Town Manager regarding this issue.

A motion was made by Selectman David Archibald to adjourn back to Executive Session, seconded by Glenn Kemper.

Yes 3, No 0. Meeting adjourned at 9:38.

Respectfully submitted, Mary DiPinto

APPROVED BY BOARD OF SELECTMEN SEPTEMBER 16, 2019