

Town of West Newbury
Board of Selectmen
Minutes of Meeting
Monday, September 16, 2019
First Floor Meeting Room

The meeting was called to order at 7:06 by Chairman David Archibald.

ATTENDANCE

Board of Selectmen	David Archibald, Glenn Kemper and Richard Parker
Town Manager	Angus Jennings
Town Clerk/Town Counsel	Michael McCarron
DPW Director	Wayne Amaral
Bicentennial Committee	Stephen Swallow, Kathleen Swallow, Judith Gregg, Krystelle Griskiewicz
Also in attendance	Jennifer Solis, Vanessa Graham, Justin Bartholomew, Brad Dore, Jillian Knowles, Timothy Kane, John McGrath, Elisa Grammer, Barry Fogel, David Baker, Joyce Buckland, Margaret Hawkins, other residents

ANNOUNCEMENTS

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Essex County Creates calendar; and Essex County Arts & Culture Summit 9:00 a.m. to 4:00 p.m. in Beverly.
- Opportunities for FY 20 Committee appointments posted online at <https://www.wnewbury.org/board-selectmen/pages/2019-20-volunteer-opportunities>
- FY 20 Senior Tax Work-off Program: interested residents contact Theresa Woodbury at the Council on Aging Office
- On 9/23/2019 there will be a joint meeting with the Town of Newburyport regarding the Middle Street Bridge project. Public input is requested.
- Item R Update of mosquitos and recent spraying – EEE virus was found in West Newbury; there have been no new pools. Spraying took place September 9, 2019.
- Item S Update on water quality testing at Mill Pond – Two tests taken have come in as negative. Two consecutive tests below the guidelines lift the precautionary measure notice and it has been removed.

REGULAR BUSINESS

- A.) Presentation of Town Bicentennial photo and quilt – Bicentennial Committee
The Bicentennial Committee presented the town photo and discussion took place regarding identifying individuals in the photo. Vanessa Graham presented the Bicentennial quilt. Discussion took place regarding framing the quilt to protect it.

ITEM TAKEN OUT OF ORDER

- C.) Request for One-Day Liquor License for Apple Harvest Road Race Spaghetti Dinner Oct. 5, 2019
Motion made by Glenn Kemper, seconded by David Archibald to approve license.

Yes 3 No 0

REVERT BACK TO NORMAL ORDER

- B.) Proclamation regarding Bethany Groff Dorau to honor her commitment to local history
Chairman David Archibald read the Proclamation. Motion made by David Archibald, seconded by Richard Parker to approve the proclamation.

Yes 3 No 0

- D.) Updates regarding Middle/High School project – Justin Bartholomew, PRSD, Superintendent and Brad Dore, Architect, Project Manager.

After a slide show presentation of the design process progress on the project discussion took place regarding various phases of this building project. The Board was informed by Superintendent Bartholomew that in any scenario the project will not exceed the \$146,300,000.00 projected cost. There is a contract manager and the trade contractors will be engaged. Bidding will take place in May, 2020 and there will be early release packages for soil stabilization and foundation, concrete and steel work. June 2022 is targeted as the building completion date. The team is targeting LEED Silver which would earn another 2 points with the Massachusetts School Building Authority for reimbursement purposes. A resident questioned why solar panels were not being installed at the school. The project engineer explained that natural gas was chosen after each item was looked at under a cost/benefit analysis. The buildings will be PV ready and can easily be added later if funds become available. Geothermal was also discussed. The initial cost versus life cycle cost was something that wasn't selected. The site looks large but is constrained. Selectman Parker asked if it is possible to make the parking lot better able to accommodate solar panels. This would be complex due to scale as this would involve not only conduit but foundation that would need to be installed. Structural engineers are at work with each piece of steel specifically accounted for and bid out. Superintendent Bartholomew stated that the overall theme in the design is flexibility as things will change in 20 years, In the Library and Media Center the structural truss will be representative of the Rocks Village Bridge. In the classrooms there will be flexibility as chairs and tables will be on wheels. The district offices will remain in the same location and the district will take care of costs within its own budget. The intersection to the building was discussed as well as entry from Farm Lane. Traffic is now one way and could potentially become two way. There will be one multi-purpose athletic field. Parking for 425 vehicles exists, with an additional 10 spaces for staff. This is being balanced with green space. \$46,800,000.00 has been borrowed at 2.62% interest rate. These funds need to be expended within 18 months. Another borrowing will take place next year. The LEER 2 point difference equates to \$2,000,000.00 in state funds.

- E.) Requests for Appointment to Tree Committee (5 openings) Fred Chanania; Barbara Haack; Margaret Hawkins; Kathy Mandeville; Jane Martin; Francesca Pomerantz; Claudia Woods.

Angus Jennings reported that there are 7 interested people with 5 open slots. It has been suggested to create associate members.

Selectman Glenn Kemper made the motion to appoint Fred Chanania, Margaret Hawkins, Kathy Mandeville, Jane Martin and Claudia Woods to a three year term expiring on 6/15/22. The motion was seconded by Selectman Richard Parker.

Yes 3 No 0

Selectman Glenn Kemper made the motion to appoint as associate members Barbara Haack and Francesca Pomerantz to a three year term expiring on 6/15/22. The motion was seconded by Selectman Richard Parker.

Yes 3 No 0

- F.) Discussion of Memorial Day Parade, potential adoption of policies regarding parade participants. After the Memorial Day Parade there was some concern. The town does not currently have a policy as to what is and isn't allowed in the parade. The board is welcoming comments from the residents at this meeting. Town Manager Angus Jennings commented that the board needs to make a decision as to whether it wishes to adopt a policy or not. He expressed that a staff person should not be making judgement calls. Town Clerk/Town Counsel Michael McCarron stated that this should not be content-based policy; but states the purpose of the parade and should be an affirmative statement of purpose rather than a list of what is prohibited. Discussion took place with residents stating the things that they found offensive and that this parade is meant to honor those who served or gave their lives for our country. The board decided to take these comments under advisement with a goal of adopting policy by year end.

- G.) Review and approval of Stormwater Management Plan and IDDE Program – DPW Director.

- H.) Presentation of draft Year 1 (FY 19) MS4 Annual Report for review and comment.

Wayne Amaral, DPW Director presented the Stormwater Management Plan and Illicit Discharge Detection Elimination Program. These reports to the Environmental Protection Agency and Department of Environmental Protection require a Board vote. These requirements are federally mandated. Wayne explained that it is a working document and the plan can be changed within the guidelines. The MS4 report is 99% complete and doesn't require Board approval but rather the Town Manager's signature. Motion was made by Selectman Glenn Kemper and seconded by Selectman Richard Parker to approve the plans as presented by the DPW Director.

Yes 3 No 0

- I.) Meeting with Planning Board regarding public safety sign. Postponed to the September 30 meeting per request of the Planning Board.

- J.) Request to declare Town Hall Chairs surplus and authorize their disposition. Historical Commission. Elisa Grammer and Dot Cavanaugh members of the Historical Commission. Elisa stated that the chairs should be preserved. Discussion took place as to the best method for

disposing of the chairs. Selectman Glenn Kemper made the motion to declare the chairs surplus which was seconded by Selectman Richard Parker. Further discussion took place and it was decided to sell one unit per resident during Round 1 of sale. The price should be \$25.00 per seat with an anticipated sale in late November or early December. Residents would need to pick up the items after purchase. Wayne stated that the DPW could assist with taking the seats down to the floor from their current stacked position for viewing provided there is no snow event. This would be coordinated with the Historical Commission. Selectman Glenn Kemper amended his motion to charge \$25.00 per seat with 1 set per resident during round 1 of sale.

Yes 3 No 0

- K.) Proposed adoption of updated Designer Selection Procedures (per MGL c. 7C, s. 44-58)
Town Clerk/Town Counsel Michael McCarron informed the Board that in connection with the Carr Post project the costs exceed \$300,000.00 in cost which also exceeds the \$30,000.00 design cost. In 2011 the Board did adopt the designer selection procedures and this proposal is to update to current law. Selectman David Archibald made a motion to approve this policy which was seconded by Selectman Glenn Kemper.

Yes 3 No 0

- L.) Review and discussion of Soldiers & Sailors Memorial (Carr Post) CPC proposal and financing options. Angus began the discussion to seek the Board's input as to the potential to finance this project. Some of the financing options that were discussed were Free Cash, CPC funds and borrowing the funds to pay for this project. Town Clerk/Town Counsel Michael McCarron explained that a Bond is an obligation of the Town. Even if it is voted down in any given year the Treasurer would still have to pay the amount out of the CPC and that the Assessor's would still be required to assess it. The Board asked what amount was available in Free Cash. Angus reported that number is \$1,180,000.00. The Board discussed using a hybrid of Free Cash and CPC funds to finance this project. Town Clerk/Counsel Michael McCarron advised that a warrant article can set out multiple financing options. Selectman Glenn Kemper made a motion to put forth the CPC proposal which was seconded by Selectman Richard Parker.

Yes 3 No 0

- M.) Review of known/potential warrant articles for Special Town Meeting. Wayne Amaral, DPW Director gave a summary of the three articles related to his department. He explained that the salter being added to the 1 ton truck would enable two members of the DPW department to assist in sanding and salting operations as this truck does not require a CDL license to operate. Another article relates to purchase and reimbursement of costs related to air quality improvements to the Library. His third article is related to a 1 to 5 year plan for tree removal. After discussion Wayne stated that Comcast and National Grid will remove trees that are leaning on their power lines. The Board asked questions regarding the Housing Authority warrant article. Their request states that application will be made to DHCD for bathroom remodeling repairs. After discussion Angus will speak with Tracy at the Housing Authority to ascertain what the

Authority might do if their request to DHCD for funding is not approved. Copies of all known requests are contained in packets.

- N.) Request for authorization to waive 15-day notice and confirmation process and to authorize the Town Manager to appoint the Assistant to the Town Manager and Finance Department position. Angus is making this request to move forward and be able to make an offer to hire the selected candidate for this position. Motion made by Selectman David Archibald, seconded by Glenn Kemper to waive the 15-day notice requirement.

Yes 3 no 0

- O.) Vote to designate Board of Selectmen representative to approve A/P warrants on temporary basis. Selectman Richard Parker requested his desire to learn how this process takes place. Town Clerk/Town Counsel Michael McCarron advised that if there is not deliberation there is no meeting and that Selectman Parker observing the process is allowed. Selectman Glenn Kemper made a motion to designate Selectman David Archibald to sign the Accounts Payable Warrants as the Board's designee, second by Selectman Richard Parker.

Yes 2, No 0, Abstain 1 (David Archibald)

- P.) Meeting Minutes: September 3, 2019; August 19, 2019; August 5, 2019; June 27, 2019; June 24, 2019.

Motion was made by Selectman Glenn Kemper and seconded by Selectman Richard Parker to approve the abovementioned minutes.

TOWN MANAGER UPDATES

- Q.) Update on staffing transitions and anticipated engagement of Interim Town Accountant. Laurie Zywiak, Town Accountant has given her notice and has accepted another position. Her last day working in West Newbury will be Thursday, September 26, 2019. The position of Town Accountant/Business Manager has been posted. Assistant Town Manager/Finance Department position can now be filled when the candidate has been chosen. In the meantime an Interim Town Accountant/Business Manager has been posted.

- R.) Item taken up under announcements

- S.) Item taken up under announcements

- T.) Update on Town Manager workplan, schedule; Board direction re project priorities for fall 2019.

Packets for tonight contain the schedule of current assignments and future goals as agreed between the Board and Town Manager. Discussion took place as to the achievement of these goals as well as the major ongoing projects under the Manager's responsibility.

U.) Upcoming meeting with the Finance and Assessing staff and Mass DOR to review/update fall Work Plan.

The agenda packets contain a calendar of key dates that the Finance Department needs to meet in their areas of responsibility. Angus and the staff will also update our DOR representatives to the progress to date in those areas of responsibility.

V.) Progress toward Page School playground accessibility improvements supported by State earmark funds. This item is informational. A memorandum is contained in the agenda packets.

W.) Follow up meeting assignments; Placing items for future agendas.

Selectman Glenn Kemper reported that Nunan's Florist provided and maintained the hanging plants in town and maintained them at no cost. He wishes to publicly thank them and requests that a letter of thanks be sent to this company.

Selectman Glenn Kemper made the motion which was seconded by Selectman Richard Parker to adjourn the meeting.

Yes 3 No 0

Meeting adjourned at 10:03 p.m.

Respectfully submitted, Mary DiPinto

Meeting minutes approved by 3-0 vote of Board of Selectmen September 30, 2019