



Town of West Newbury Board of Selectmen

Monday, October 1, 2018 @ 6pm
381 Main Street, Town Office Building
www.wnewbury.org

Open Session Minutes

Chairman Kemper called the meeting to order at 6pm. Selectmen in attendance were Glenn A. Kemper, Chairman, David W. Archibald and Joseph H. Anderson, Jr.

Others in attendance were Town Counsel Michael McCarron, Town Manager Angus Jennings and Police Chief Art Reed.

Chairman Kemper motioned to go into Executive Session per MGL Chapter 30A §21(a) 1: To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual; MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; MGL Chapter 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; Executive Session Minutes dated June 11, 2018, June 25, 2018, July 16, 2018, July 30, 2018, August 6, 2018 and September 4, 2018. Second by Selectman Archibald with a unanimous roll call vote: Kemper – aye, Anderson – aye, Archibald – aye.

Chairman Kemper called the open session back to order at 7:10pm and made the following announcements:

This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.

- Planning Board Public Hearing on proposed zoning amendments - change of date to October 16, 2018 at 7:45pm (Solar Bylaw) and 8:15pm (Open Space Preservation Development Bylaw)
- Parks & Rec Commission Public Forum on proposed Town Meeting article, Oct. 9, 2018 at 7:30 PM
- Community Preservation Committee Public Hearing, October 18, 2018 at 7:30 PM
- Special Town Meeting, Monday, October 22, 2018 at 7pm
- Early Voting October 22nd-November 2nd in the front foyer at the 1910 Building for the State Election. November 6, 2018 is Election Day held in the Town Annex, 7am-8pm; absentee ballots are available at the Town Clerk's Office.

Selectman Anderson announced the Water Department is conducting hydrant flushing October 6th – 19th and the Police Department will be holding a Fall National Drug take back day on Saturday, Oct. 27th from 10 a.m. to 2 p.m., officers will be available at the West Newbury Police Station, 401 Main Street. Trick or Treat will take place on Halloween during the hours of 5:30-7:30pm.

Selectman Anderson added for all departments to give information on current events to go out under News and Announcements to the residents who have signed up to receive email notifications.

Regular Business

A. Special Events and Licenses

- a. Apple Harvest Run: One-Day Liquor License

Michelle Card was present to request a one-day liquor license for the Apple Harvest Run pasta dinner on October 13, 2018 from 4pm to 10pm in the Town Annex.

Selectman Anderson moved to approve a one-day liquor license to Michelle Card for the Apple Harvest Run pasta dinner on October 13, 2018 from 4pm to 10pm. Second by Selectman Archibald. The fee is waived for non-profit organizations. Motion passed with a unanimous vote.

Documentation: One-day liquor license application

b. Nourishing the North Shore's Annual Harvest Party: One-Day Liquor License

Kailey Burke was present to request a one-day liquor license for Nourishing the North Shore's Annual Harvest Party on October 20, 2018 from 1pm to 3pm at 914 West Main Street. This event is sponsored by the YMCA of Newburyport held at the Emery House property.

Selectman Anderson moved to approve a one-day liquor license on October 20, 2018 from 1pm to 3pm at 914 West Main Street. Second by Chairman Kemper with a unanimous vote.

Documentation: One-day liquor license application

c. Pentucket Athletic Association 5K Road Race: Special Event Application

Barbara Sullivan was present to request approval for a special event on Sunday, November 18, 2018 to hold the Pentucket Athletic Association (PTA) 5K Road Race. The event takes place at the Pentucket High School and affects residential areas of Farm Lane and Rt.113 with no road closures.

Selectman Anderson moved to approve the Pentucket Athletic Association 5K Road Race on November 18, 2018. Second by Chairman Kemper with a unanimous vote.

Documentation: Special Event Application from the Pentucket Athletic Association

d. Green Stride: Special Event Application

Eli Bailin was present to request approval for a special event on Sunday, October 21, 2018 to hold the Newburyport Half Marathon which utilizes approximately 3 miles of roads around the reservoir in West Newbury. Mr. Bailin apologized for the late submittal as he was working with Newburyport on the route of the race. The Board explained the West Newbury 60-day notice requirement that must be adhered to even if all the details have not been finalized. Green Stride is a for profit organization and it was suggested for donations to go the Page School PTO.

Selectman Anderson moved to approve the Green Stride application for the Newburyport Half Marathon on Sunday, October 21, 2018 with the conditions as outlined by the Police Chief. Second by Chairman Kemper with a unanimous vote.

Documentation: Special Event Application from Green Stride

e. Myopia Hunt: Special Event Applications (3)

Selectman Anderson moved to approve the special event request for the Myopia Hunt Club for events on October 6th and October 23rd Myopia Fox Hunt with the requirements of crossing stewards as directed by the Police Chief clearly outlined in the special event application and must be adhered too. Second by Chairman Kemper with a unanimous vote. Myopia must submit a complete application for the November 6th event before receiving approval.

Documentation: Special Event Application from Myopia Hunt (3)

B. Pentucket Regional School District: Request for Town sponsorship of FY19 IT Grant

Justin Bartholomew, Superintendent and Brent Conway, Assistant Superintendent were present to request the Town of West Newbury to partner with the Pentucket School District for a grant through the MA Community Compact Program. The grant funds will allow the district to update the infrastructure so that, regionally, their communication and data management systems are unified under one system instead of several different systems. Under the Community Compact Program only municipalities can apply which requires that the district partner with the town as the lead sponsor.

Selectman Anderson motioned to approve the grant application for the Pentucket Regional School District through the MA Community Compact Program. Second by Chairman Kemper with a unanimous vote.

Documentation: Emails and documentation on the Community Compact Program and application

C. Update from Community Center Committee (CCC)

Vanessa Graham, Chair of the Community Center Committee gave an update on the needs assessment for an intergenerational community center and a review of town property and input from committees, it was determined that the Town Annex can be repurposed to provide for this purpose.

Therefore, the committee decided to place an article on the Fall Town Meeting requesting \$4,000 to fund architectural and/or engineering services to review proposed or potential Annex designs, offer recommendations regarding feasibility and costs, and/or prepare visual representations.

Documentation: Report from the Community Center Committee dated February 2018

D. Final review of articles and motions and to sign warrant for Special Town Meeting on Oct. 22, 2018

Planning Board members Ann Bardeen, Brian Murphey and Town Planner Leah Zambarnardi were present to review the two proposed articles from the Planning Board for the Fall Special Town Meeting. Concerns regarding article 8 from the Selectmen included the late date of the Planning Board public hearing, meeting the green community standard and the elimination of the solar overlay district due to the limitation of size/set-backs.

The Board conducted a final review and changes to the warrant and reviewed proposed motions for each article.

Article 7 – Selectman Anderson moved to approve article 7 with a revised number of \$220,000. Second by Selectman Archibald and funding to come from Free Cash. Vote: 3-0-0

Finance Committee member Forbes Durey informed the Board that the Finance Committee recommended both article 8 and article 9 with a unanimous vote 4-0-0.

Selectman Anderson motioned to include article 8 and article 9 on the Fall Special Town Warrant. Second by Selectman Archibald. Vote: 3-0-0.

Selectman Anderson moved to recommend article 8. Second by Chairman Kemper. Motion failed by a vote of 0-3-0.

Selectman Anderson moved to recommend article 9. Second by Chairman Kemper. Motion failed by a vote of 0-2-1 with Selectman Archibald abstaining.

Motions: The Board clarified what department will make the motions for each article. Articles 2, 3,4,5 and 6 will include in the motion that any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2019.

Selectman Anderson moved to approve the motions as written. Second by Chairman Kemper with a unanimous vote.

Chairman Kemper stated for each article to include sunset clauses to all money articles and all end in one year unless otherwise stipulated by the person/department presenting the article. Town Manager Jennings asked the Board to reconsider article 5 to extend it to the close of Fiscal Year 2020; the Board concurred.

Documentation: Memo from Town Manager Re: Updated estimate of FY19 tax rate and financial analysis; Draft Warrant and Motions for Fall Special Town Meeting

E. Discussion of assessing a fine for late filing of a Special Event Application

Selectman Anderson explained that filing a late application requires additional office work and recommends assessing a late fee if the application is filed less than the 60-day requirement.

Selectman Anderson moved to impose a \$100 administrative fee if the special event application is not filed following the 60-day deadline or the applicant has the option of moving the event. The application filed needs to be substantially complete. Second by Selectman Archibald with a unanimous vote. This fee applies to all to include non-profit and is effective immediately.

F. Selectmen's Meeting minutes dated September 17, 2018

Selectman Anderson moved to approve the minutes dated September 17, 2018 with one amendment to a term expiration date change to 2019. Second by Chairman Kemper with a unanimous vote.

Documentation: Draft September 17, 2018 minutes

Town Manager Updates

A. Proposed schedule of FY19 Holiday Closings for Town Departments and Library

The Board reviewed a list of schedule closing for FY'19 as defined in the town's Personnel Policy with two variables that have happened in the past, the day before and the day after Thanksgiving and Christmas Eve.

Selectman Anderson moved to close the day after Thanksgiving and to close at 1pm on Monday, December 24, 2018. Second by Chairman Kemper with a unanimous vote.

Documentation: Memo from Town Manager Re: Proposed schedule of FY19 Holiday closing for Town Department and Library with attached schedule

B. Status update, 90-days in office: Goals, "baseline" responsibilities and policy priorities

Town Manager Jennings gave the Board a status update, 90 days in office.

Documentation: Memo from Town Manager with status update, 90 days in office: “baseline” responsibilities and policy priorities

C. Follow up meeting assignments

Fall Special Town Meeting posting

Update Use of Facility application

D. Placing items for future agendas

Funding of proposed new school

FY’2010 Budget priorities

River Access Committee

Regional Advisory Committee

DLS Forecasting

Chairman Kemper motioned to adjourn at 9:11pm. Second by Selectman Anderson with a unanimous vote.

Respectfully Submitted,

Mary Winglass, Executive Administrator