



**Town of West Newbury  
Board of Selectmen  
Monday, January 7, 2019 @ 7pm**  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)  
**Minutes of Meeting**

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TOWN CLERK  
WEST NEWBURY, MA

2020 APR 15 AM 10:32

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

*The meeting was called to order by Chairman Glenn Kemper.*

**Present at the Meeting:**

- ❖ Board of Selectmen: Glenn Kemper, David Archibald and Joseph Anderson
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Executive Administrator, Mary Winglass
- ❖ DPW Director, Wayne Amaral
- ❖ PSRD Superintendent, Justin Bartholomew
- ❖ James Sperelakis
- ❖ Jen Solis

**Announcements:**

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet
- Town Clerk released official 2019 Election Calendar. Posted in 1910 Building and online at West Newbury website on Town Clerk homepage. Nomination papers available in Town Clerk's office.
- Cultural Council is looking for community input to help improve/expand arts and cultural opportunities in town. Link to survey available on Town website – News and Announcements, or on the Cultural Council page.
- Planning Board has an opening for an Associate Member. Interested parties should send a letter of interest to the West Newbury Planning Board or email Town Planner Leah Zambarnardi at [lzambarnardi@wnewbury.org](mailto:lzambarnardi@wnewbury.org).
- Bicentennial Committee:
  - a. Black-Tie Gala Celebration on Saturday, February 23, 2019.
  - b. Bicentennial Committee is buying a block of tickets for Red Sox Day at Fenway Park for August 9, 2019. If interested, please contact the committee via email at [wnbirthday@wnewbury.org](mailto:wnbirthday@wnewbury.org).
  - c. West Newbury Birthday Party and Cake Contest, February 24<sup>th</sup> 2pm to 6pm at Pentucket Middle School

**Regular Business**

- A. Request for Appointment to Finance Committee: James Sperelakis

James Sperelakis was before the Board to answer questions about his interest in serving on this Committee.

**Motion was made by Selectman Joseph Anderson to appoint James Sperelakis to the Finance Committee open position to June 30, 2021, seconded by Selectman David Archibald.**

**Yes 3, No 0**

- B. Request for Appointment to Carr Post Committee: Richard Atwood

**Motion was made by Selectman Joseph Anderson to re-appoint Richard Atwater, Jr. to the Carr Post Committee to June 30, 2019, seconded by Selectman David Archibald.**

**Yes 3, No 0**

- C. Review of recommended improvements to traffic safety at Georgetown Road and Crane Neck Street

Town Manager Angus Jennings shared the request made by resident Tom Atwood that the Board of Selectmen begin a process to consider changes to the intersection of Georgetown Road and Crane Neck Street; namely, making it a four-way stop. The request is following a number of severe accidents occurring at the intersection (reports contained in the agenda packet) as well as recently witnessed near accidents. DPW Director Wayne Amaral presented the findings of the intersection safety evaluation performed at the intersection concluding that the accidents were cited as driver error and would not be correctable with increased signage. The recommended enhancements to improve the safety of this intersection consist of moving the painted stop lines to 10 - 15' back from the intersection and to replace the stop signs with new more reflective signs placed at the new stop line locations. Discussion took place adding that warning signs also be placed on both sides of Georgetown Road.

- D. Pentucket Regional School District request to consider entering Memorandum of Understanding regarding permit and inspection fees for proposed school building project

Superintendent Justin Bartholomew was before the Board to discuss the building permit fees associated with the Middle/High School Building Project. On behalf of the School Committee, the request was made to enter into a Memorandum of Understanding that would waive permit fees associated with the Building Project; however, specifying that direct expenses and payroll (above regularly budgeted hours) incurred by the Town for this project would be reimbursed. Additionally, the MOU would address the Board's concern that any direct expenses resulting from third-party inspection be the responsibility of PRSD and not be absorbed by West Newbury.

- E. Confirm meeting date and objectives for joint meeting with Groveland and Merrimac regarding PSRD Regional Agreement and contingency planning, and school building project

Chairman Glenn Kemper announced that the joint meeting among the three Towns' Boards of Selectmen and PSRD administration will be on Thursday, January 24<sup>th</sup> at 6pm. Town Manager Angus Jennings added that the meeting will focus on two major issues; 1) the ongoing draft contingency planning (draft contained in the agenda packet) potentially leading to recommended amendments to the PSRD Regional Agreement for review and approval at the three Towns' Annual Town Meetings this spring, and 2) the Middle/High School Building project, including planning for public communications leading up to the Town Meetings. Chairman Glenn Kemper requested that proposed language changes to the Agreement be available at the meeting on the 24<sup>th</sup> for review.

- F. Pentucket Arts Foundation request for comments Re: Tape Art Project

Jen Solis gave an update on the Tape Art Project. The Foodmart will be the West Newbury venue for the artists to create a mural on a date in July which is hoped to generate interest in the project. Town Manager Angus Jennings added that the Foundation is looking for a contact in Town who might be a good resource to collaborate with the Tape Art Historian. A draft timeline is contained in the agenda packet.

G. Review Board of Selectmen FY'18 Year-End report

The Board had no objections to the year-end report as written with the one exception noted by Selectman Joseph Anderson to remove the word "upheaval" from the third paragraph. The draft report is contained in the agenda packet.

**Motion was made by Selectman Joseph Anderson to accept the FY18 Year-End Report as amended by removing the word "upheaval" from paragraph three. Seconded by Selectman David Archibald.**

**Yes 3, No 0**

H. Request for fee waiver for town employee rental of Old Town Hall for child's birthday party on January 19, 2019

**Motion was made by Selectman Joseph Anderson to waive the fee for town employee rental of Old Town Hall for child's birthday party on January 19, 2019, seconded by Chairman Glenn Kemper.**

**Yes 3, No 0**

I. Selectmen Special Article Request for School Stabilization Funding for Annual Town Meeting, April 29, 2019

Discussion took place regarding the Special Purpose Education Stabilization Fund. It was explained that as current Town debt is retired, the portion of taxes raised for that expense would now be raised for the Fund to help offset future building costs of the new Middle/High School. Chairman Glenn Kemper emphasized the importance of giving a full explanation to the tax payers at Town Meeting noting that when tax payers vote on debt, they expect it will eventually fall off. The Board agreed unanimously.

**Motion was made by Selectman Joseph Anderson to add Special Article for School Stabilization Funding for Annual Town Meeting, April 29, 2019, seconded by Selectman David Archibald.**

**Yes 3, No 0**

**Town Manager Updates**

J. Update on office layout changes, Finance and Selectmen Offices

Town Manager Angus Jennings thanked the DPW crew and Director as well as staff for the tremendous work done to coordinate the relocation of the Finance and Selectmen offices. The move went very smoothly and staff feel very happy about the changes. Signage has been ordered and expected to be installed imminently.

K. Update on preparation of booklet of Board of Selectmen policies

Town Manager Angus Jennings updated the Board on the ongoing preparation of a Board of Selectmen Policies booklet. At last review, there were seven policies referred for additional input. At this point, all requested reviews have been received back from department heads and recommendations are being prepared on the basis of input received.

L. Update on ongoing reviews, by Town Committees/Commissions, of Mill Pond Management Plan

Town Manager Angus Jennings updated the board on work toward the Mill Pond Management Plan. He is still awaiting input from the Conservation Commission and the Open Space Committee. The Board asked to set a deadline for comments. Town Manager Jennings will continue to work to keep this moving forward.

M. Update on status of Page School generator

DPW Director Wayne Amaral gave a brief update on the Page School generator. It has been installed and was tested successfully during school vacation week. He is waiting to hear on a date for the final inspection. The Board asked to be notified when it is final and has been signed off on.

N. Update on Water Department capital projects to include water tank and wellfield chemical building

Town Manager Angus Jennings reported that the Town has received back three bids for the chemical building with the lowest coming in well above the project budget. Two bids were received for the water tank and both were well above the projected budget for that project. The Water Commission will be meeting on January 8<sup>th</sup> to regroup and think about potential options. Town Manger Jennings will be in attendance at the meeting and will report back to the Board.

O. Update on efforts toward compliance with OSHA

Town Manager Angus Jennings informed the Board that this is a continuing effort to make certain that the Town is compliant by the statutory deadline of February 1, 2019. The question to the Board is if they want to adopt a policy that broadly frames what needs to be done.

**Motion was made by Chairman Glenn Kemper to adopt a policy that sets out the objective that all Town Departments shall be OSHA compliant and shall put in place procedures and assign responsibilities as necessary to meet that objective, seconded by Selectman David Archibald.**

**Yes 3, No 0**

P. Update on contract with MVPC for MS4 (stormwater management) support

DPW Wayne Amaral updated the Board on the necessity to contract with MVPC to provide support to the Town in order to meet the FY19 obligations under the MS4 stormwater management permit. The stormwater working group (which comprises the Town Manager, DPW Director, Town Planner, Conservation Agent and Health Agent) determined that the work required this fiscal year is beyond what current staffing levels can absorb. The scope of services is contained in the agenda packet.

Q. Update on Senior Citizen Property Tax Work-Off Program

Town Manager Angus Jennings updated the Board on the occurrences leading to a tax withholding error on earnings from the Senior Citizen Property Tax Work-Off Program. Policies and procedures are underway to ensure improvements in future program administration.

R. Update on FY20 budget and capital planning process

Town Manager Angus Jennings gave a brief update on the guidance and policy direction for the FY20 budget process.

**Motion was made by Selectman Joseph Anderson, seconded by Chairman Glenn Kemper to adjourn the meeting.**

**Yes 3, No 0**

**Respectfully submitted, Jennifer Walsh**

**Approved by Board of Selectmen on 4/13/2020 2-0-1 (Parker abstained)**