



Town of West Newbury
Board of Selectmen
Monday, May 24, 2021
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2021 AUG -2 AM 10:01

Minutes of Meeting

Open Session: 7:07 p.m. by remote participation (see below)

Addendum to Meeting Notice regarding Remote Participation

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 23, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the West Newbury Board of Selectmen will be conducted via remote participation to the greatest extent possible.

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of West Newbury website, at www.wnewbury.org. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

GoToMeeting

Phone: (646) 558-8656

Access Code: 980-4962-7957

Passcode: 702682

Or from computer, tablet, or smartphone:

<https://zoom.us/j/98049627957?pwd=c1dMTUFqQlhWKzg3WW5ER1dzRWR1dz09>

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of West Newbury website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as practicable after the meeting.

The meeting was called to order at 7:07 p.m. by Chairman David Parker.

Participation at the Meeting:

- ❖ Select Board Members: Richard Parker, David Archibald, and Wendy Reed
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Assistant to Town Manager and Finance Department, Jennifer Walsh
- ❖ Karen Tyler
- ❖ Police Chief Durand
- ❖ Blake Seale, Board of Health
- ❖ Steve DiPietro, Ocean Meadow Condo Association
- ❖ Rich Miller

Announcements:

- Karen Tyler, Veteran's Agent, announced that there will be a Veteran's Lunch to celebrate July 4th. Includes the town of West Newbury, Newbury, and Georgetown. Received a generous donation from the Newburyport Bank. Flyer is available on social media, etc. Luncheon is July 3rd and asking that people respond by June 24th to register for the meal, which can be picked up at Plum Island or delivered by volunteers. Anyone who wants to volunteer can contact Karen.
- Number of different volunteer opportunities for anyone who wants to contribute to the community. (See pages 2 through 3 for information)
- Reminder to subscribe for e-mailed Town news/announcements at <https://www.wnewbury.org/subscribe>

REGULAR AGENDA

A. Request for Appointment of George Lenotte as Reserve Police Officer (Police Chief Durand):

Chief Durand spoke on this topic. (See Exhibit A, page 4 for information) Stated that George has worked for the Mass Department of Youth Services as a Juvenile Parole, graduated the Reserve Academy two years ago and completed the hiring process. George Lenotte introduced himself and provided a background, Haverhill Auxiliary Police full-time for the past two years.

Motion by Chairman Parker to appoint George Lenotte as a Reserve Officer. Seconded by Selectwoman Reed.

Yes 2, No 0 (Selectman Archibald not in attendance)

B. Discussion of Town Trash and Recycling Pickup for Ocean Meadow Development (Continued from May 10th):

Chairman Parker updated on this topic. (See Exhibit B, pages 5 through 7 for information) Stated got feedback from Mello regarding pickup. Blake Seale stated that Mello Corporation would, at no additional cost, pick up Ocean Meadows trash and recycling, would need a waiver of liability for their vehicle or truck, additional cost for tipping fee would be \$92 per ton, per ton recycling cost varies and each individual will get a trash barrel and recycling bin. Further questions and answers ensued on this topic regarding how cost was arrived at, contract, reimbursement fees, implementation dates.

Motion made by Selectwoman Reed to add trash and recycling pickup from Ocean Meadows to the Town contract as of July 1st, provided the Homeowner's Association provides a satisfactory Certificate of Insurance to Mello. Seconded by Chairman Parker.

Yes 2, No 0 (Selectman Archibald not in attendance)

C. Acknowledgment of Receipt of Chapter 61A Notice of Intent to Sell, Graf Property (Middle Street):

Chairman Parker updated this topic. (See Exhibit C, pages 8 through 21 for information) Notification sent by the landowner. Town Manager Jennings stated that the Board of Assessors, Planning Board, Con Com and Select Board received it per state statute, and under local procedure, forwarded to other groups, such as the Open Space Committee. Tonight's meeting topic is just informational to acknowledge receipt of the notification of the landowner's intent, is not the public meeting under procedure, which would come later in the process with the Town exercising it's right of first refusal. Further questions and answers on this topic ensued.

Motion made by Selectwoman Reed to take this topic up on June 28th. Seconded by Chairman Parker.

Yes 2, No 0 (Selectman Archibald not in attendance)

D. Review of Town Meeting Actions Taken, Follow-Up Steps:

Chairman Parker stated that the meeting went smoothly and commended everyone who contributed to a successful Town Meeting. Discussion also ensued regarding continuing to hold Town Meetings outside and changing bylaws to have the meeting on the weekend. No further topic to discuss.

E. Discussion of Restoring Public Access to Town Office Building:

Town Manager Jennings updated on this topic. (See Exhibit E, pages 22 through 34 for information) Stated as of May 29th, no longer requiring masks, vaccines widely available, West Newbury has 75-80% fully vaccinated. Got staff and community input regarding reopening. Provided recommendations from the meeting. So, as of Tuesday, June 1, building access will be allowed during the customary pre-COVID office hours, Monday-Thursday, 7:00 to 4:30, Friday, 8:00 to 12:00. Department office hours match customary pre-COVID hours and working with department heads to coordinate hours. Face masks and social distancing are required in common areas. In personal work spaces, it is encouraged but not required. Committee suggestion to have staff only restrooms, but also public building. Questions and answers ensued on this topic.

Motion made by Selectwoman Reed to accept the recommendations made by Town Manager in his 5/21 memo outlining the opening of the Town Office Building and review the status on June 28th. Seconded by Selectman Archibald.

Yes 3, No 0

F. Discussion of Anticipated Changes to Protocols for Remote Participation in Public Meetings:

Town Manager Jennings updated on this topic. (See Exhibit F, pages 35 through 36 for information) Stated expects as of June 15th, Governor will lift the state of emergency which allowance of virtual meetings was related to. Doesn't think it will be an issue for the Board whether to continue to meet remotely but question of should do as is now, both in person and remotely, and if so, need to invest in equipment and better remote cameras, etc. Further discussion and questions and answers ensued on this topic relating to a quorum, Board opening

up for everyone to attend, and what other cities and towns are doing. Suggestion made by Selectwoman Reed to set up the Hearing Room for hybrid meetings and committees could schedule use of the room.

G. Review of Policy and Fee Schedule for Use/Rental of Town Facilities in Light of Recent and Anticipated Changes to COVID-19 Protocols:

Town Manager Jennings updated on this topic. (See Exhibit G, page 37 for information) Stated that when the Board took up the question regarding allowing Council on Aging to use the Annex for back-up location, decided would be limited to one event per day or weekend in order to allow custodial staff to get in between. Now, should a broader allowance of use of more locations be implemented, and if so, what is the janitorial expectation. Discussion ensued on how the Annex was used, feeling of opening things up, how many meetings per day and the process for groups reserving the room, fee schedules, cleaning, etc. Suggestion made by Town Manager Jennings to keep meeting use at one per day through July and take up again at June 14 meeting with recommendations for updated policy, fee schedule, etc.

H. Discussion of Potential Policy Changes to Implement Town Response to State Climate Change Roadmap:

Chairman Parker updated on this topic. (See Exhibit H, page 38 for information) Stated as a society, need to start to respond. Presents net zero policy framework, to buy nothing more that runs on gasoline, propane, diesel fuel unless there's no practical alternative available, do more solar on Town-owned land and put revenues into a dedicated fund, and should never be paying to build solar on our own nickel. Questions and answers ensued on this topic and discussion about potential sites for future solar panels, etc.

I. Discussion of FY22 Committee Appointment Process:

Selectwoman Reed updated on this topic. Stated not clear what the process is and needs to be a clear process going forward. Town Manager Jennings stated nothing in writing when he arrived and did put together a flow chart so that it was clear amongst staff as to how it should be handled and explained the process as it is now and discussion of how things should be handled in the future.

J. Review of Request for Clarification of Effect of Commonwealth Designation of Juneteenth as a Holiday (Local Option):

Town Manager Jennings updated this topic. (See Exhibit J, pages 39 through 43 for information) Governor signed statute making a state holiday but municipalities are not subject to it unless they adopt it. Stated holidays for employees are spelled out in the personnel policy, so has come up in meeting contract negotiations. This year falls on a Saturday, so not such an issue. His recommendation, since the policies are actively under review and multiple union contracts are open and currently being bargained, would not recognize it this year, under review, and look at it comprehensively with all other policies and make a decision. Further discussion ensued on this topic regarding clarification. Will talk again in the future about this topic.

K. Discussion of Town Offices Phone System:

Selectwoman Reed updated on this topic. (See Exhibit K, page 44 for information) Asked that this item be added to the agenda to see if it could be a short-term fix to the phone lines. Discussion ensued about current phone system deficiencies.

L. Notice of Availability of MVPC's Draft FFYs 2022-2026 Transportation Improvement Program (TIP):

Town Manager Jennings updated on this. (See Exhibit L, pages 45 through 49 for information) Stated in order to be eligible for any federal funding, have to be on the TIP, so getting on there is important. Competitive project within the region, needs to be seen as significant, not just enough to ask. Explained how the plan works.

Motion made by Selectman Archibald to request to add the projects listed in the packet at page 45 to the TIP. Seconded by Chairman Parker.

Yes 3, No 0

M. MA DFW Letter re Updated Draft Priority Habitat Maps, Available for Public Comment Through July 3rd:

Town Manager Jennings updated on this topic. (See Exhibit M, pages 50 through 52 for information) Public comment period ends on 7/3. Not sure if anything impacts West Newbury. Just informational.

N. Confirm Upcoming/Summer Select Board Meeting Schedule:

(See Exhibit N page 53 for information) Discussion regarding dates and schedule stayed as notated.

TOWN MANAGER UPDATES

O. Proposal for Guardrail on Farm Lane; Pentucket Review Underway:

Town Manager Jennings updated this topic. (See Exhibit O pages 54 through 57 for information) Stated resident contacted with a concern. Wayne Amaral visited the area and felt was a valid concern exacerbated by removal of trees. Discussion regarding why this guardrail is necessary. Vision problem in that area and dangerous due to steep bank and drops 30 feet, as well. Been like that forever, so now, why is it important because nobody goes down the road and not convinced the Town should foot the cost.

P. Update on Selection Process, Page School Playground Designer/Contractor:

Town Manager Jennings updated this topic. (See Exhibit P pages 58 through 61 for information) Stated had interviews last week with the three highly qualified designers for the playgrounds, invited public comments through the end of the month. Has a design selection working group. Main point here is selecting the designer is not selecting the design, that once the designer is

selected, their concept is the starting point but will then finalize the design with another public meeting.

Q. Middle Street Bridge Updates:

Town Manager Jennings updated this topic. (See Exhibit Q pages 62 through 115 for information) Included much information that came in this week in the packet but hasn't had much time to look over it. Design modifications and responses to the Conservation Commission hearing, not significant. Some discussion ensued about this topic. Most important take-aways is the fact that the design life is going to need to be 75 years, needs to be approved by MassDOT, and a structural engineer has to put their stamp on the design regarding that this design will support the load and last for 75 years and what is involved in all of that.

R. Soldiers & Sailors Project Updates:

Town Manager Jennings stated still on track. Lynn is waiting for some things from her sub-vendors but expect the project to go out for bid in June with bids received in July and be in a position to award a construction contract in August. If the bids come in above budget, that's a whole different situation, but if there's at least one responsive bid within budget, still the timeline that we have and are on track with.

S. Job Posting, Assistant Town Clerk:

Town Manager Jennings updated this topic. (See Exhibit S pages 116 through 120 for information) Stated will put the job posting on the website tomorrow. Big opportunity, going to be a great thing for the Town to help, especially to go from 16 hours to 32 hours per week.

T. Updates on Other Active Projects, Initiatives:

(See Exhibit T pages 121 through 123 for information)

U. Follow-Up Meeting Assignments and Placing Items for Future Agendas:

Inclusionary housing public listening session added to a future agenda, public retreat, meeting to focus on planning items, electronic informational signs that move around.

Motion was made by Chairman Parker to adjourn the meeting at 10:40 p.m. Seconded by Selectman Archibald.

Respectfully submitted,

Susan M. Lobie, Certified Electronic Transcriptionist
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Approved 3-0 by the Select Board as amended on July 28, 2021