

Town of West Newbury
Board of Selectmen
Monday October 29th, 2018 @ 6:00pm
381 Main St. 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, Joseph H. Anderson Jr., and David W. Archibald.

Chairman Kemper moved to go into Executive Session under 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 and to review Executive Session Minutes dated September 24, 2018 and October 1, 2018. Second by Selectman Anderson with a unanimous roll call vote: Anderson – aye, Archibald – aye, Kemper – aye.

Chairman Kemper called the meeting back to order at 7:06 pm.

Others in attendance were Town Manager Angus Jennings, Town Counsel Michael McCarron, Executive Administrator Mary Winglass, Superintendent Justin Bartholomew.

Chairman Kemper read 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.

- Early voting commenced on Oct 22nd and ends November 2nd.
- Election Day is Tuesday November 6th beginning a 7am-8pm in the Annex.
- Trick or Treat Wednesday October 31st is from 5:30-7:30pm
- Town office will be closed on Monday November 12th in observance of Veterans Day.
- Rural Policy Advisory Committee Listening Session Nov. 14th 6-8pm at Newbury Town Offices, 12 Kent Way Newbury, MA.
- FY2019 Tax Classification Hearing Tuesday November 13th at 7pm.
- Board of Assessors are holding two tax abatement sessions for seniors, disabled and veterans: the first session is Wednesday November 14th at 12pm held at the Council on Aging office at 381 Main St.

Regular Business

A. Cynthia Quinn: request to place Holiday Fair signs on town property

Cynthia Quinn was present on behalf of the Holy Redeemer Parish requesting to place two signs on town property to advertise the holiday fair. Signs are requested to be placed on the training field and the park on Church Street. Chairman Kemper informed Ms. Quinn that she would need to obtain permission from the Park and Recreation Commissioners to place a sign on Ferry Park.

Selectman Anderson added that no signs are approved on the training field except for the garden club who has been grandfathered for this use. The Board recommended placing the other sign at the entrance of Pipestave (on the left-hand side as you drive in) versus the Training Field.

Chairman Kemper motioned for the placement of the signs to be in front of the church and at the entrance of Pipestave, on the south side. Second by Selectman Archibald and the motion carried with a unanimous vote.

Documentation: Email from Cindy Quinn

Email Correspondence from Angela Treadwell-Palmer: Lacrosse Signs

Town Manager Angus Jennings explained that a request came in from Angela Treadwell-Palmer on October 18th therefore timely for this meeting but did not make it on the agenda. The Board reviewed the locations to place signs on town property as follows:

- 45 Church St (private property) – No approval required by BOS
- The park between Bridge and Church St – approval required by Parks and Recreation. Tom Flaherty of Parks & Recreation can be reached via email: tomflhrt39@gmail.com
- 1 Chase Street – (private property) – No approval required by BOS
- 5 Bridge Street (private property) – No approval required by BOS
- 243 Main St (private property) – No approval required by BOS
- At the entrance to Pipestave – The Board unanimously approved to allow a sign at this location
- On the island at the intersection of Stewart and Main St – The Board has consistently voted to not approve any signs at this location from all applicants.

Chairman Kemper motioned for the placement of the lacrosse sign at the entrance to Pipestave. Second by Selectman Anderson and the motion carried unanimous.

Documentation: Email from Angela Treadwell-Palmer

B. Police Department: Chief's retirement and appointment of Interim Police Chief as of effective date of retirement

Chairman Kemper read a letter dated October 11, 2018 from Police Chief Art Reed that after 34 year of service he has decided to retire at the end of his term dated January 24, 2018 and thanked the Board and Town for the opportunity to serve for three years. Town Manager Jennings will move forward with posting for this position and oversight of the hiring process. If we run out of time, the town will appoint an interim Police Chief as done in the past.

Chairman Kemper motioned for Sgt. Jeffrey Durand to be placed as acting police chief until a permanent replacement. Second by Selectman Archibald with a unanimous vote.

Town Manager Jennings added that he spoke with Sgt. Durand and he responded that he is willing to take on this role to help the town through this transition. Selectman Anderson added that during the budget process Sgt. Durand may need some assistance from the Town Manager.

Documentation: Resignation letter from Police Chief Art Reed

C. Review of West Newbury financing options for proposed new school construction

Present: Justin Bartholomew Superintendent for Pentucket Regional School District
Discussion took place on a School Capital Funding (new school) projection to West Newbury residents based upon Pentucket Regional School District published amounts. Some budgeting consideration is to continuing capitalization from retirement debt which will require a vote annually at Town Meeting. The town currently has 1.25M in the school stabilization account and discussion took place on potentially pre-paying a portion to reduce the bond amount. Another fact to consider is that each year the population of the district will change from year to year. This exercise was done to create a model and as of now the numbers are all based upon an estimate.

Documentation: Draft of West Newbury School Capital Funding

- D. Myopia Hunt Special Event Application, November 6, 2018

The Board reviewed a Special Event Application to hold a fox hunt on November 6, 2018.

Chairman Kemper motioned to approve the Myopia Special Event application for November 6, 2018. Second by Selectman Archibald with a unanimous vote.

Documentation: Special Event Application and Attachments

- E. Cottages Advisors/Drake's Landing
 - a. Endorsement of application and all attachments, including deed restriction and affirmative fair marketing plan to DHCD for acceptance of Local Action Units in West Newbury Subsidized Housing Inventory
 - b. Approve authority to sign the Regulatory Agreement once approved as to form by DHCD

The Board of Selectmen discussed the town's subsidized housing inventory and the strict state regulations for units to be added to the local initiative program. Chairman Kemper brought up during the discussion that a tax payer relayed to him that he was told that in order to speak with the real estate agent about subsidized housing units they had to pay a \$3,000 non-refundable deposit. The Board was very concerned with this information and Town Manager Jennings responded that he will speak with the Chelmsford Housing Authority as they are responsible for implementing the affirmative fair marketing plan and ensuring all standards are met and laws are complied with.

Selectman Archibald motioned to endorse the application and all attachments, including deed restrictions and affirmative fair marketing plan to DHCD for acceptance of Local Action Units in West Newbury Subsidized Housing Inventory. With a contingency that there is a further review of small issues by Town Counsel and the Town Manager. Chairman Kemper seconded the motion with an amendment to include the board also approving the regulatory agreement once approved by DHCD. Motion and amendment passed with a unanimous vote.

Documentation: Email from Melissa Robbins Esq.

F. Acceptance of Meeting minutes dated September 24, 2018 and October 1, 2018

Selectman Anderson motioned to approve the minutes of September 24th and Oct 1st 2018. Second by Selectman Archibald with a unanimous vote.

Town Manager Updates

The Board went out of order and Town Manager Jennings gave an update on work with Essex County Greenbelt to improve accuracy of Pipestave Hill/Mill Pond Conservation Restriction GIS shapefile (K)

K. Update on work with Essex County Greenbelt to improve the accuracy of Pipestave Hill/Mill Pond Conservation Restriction GIS Shapefile

The Town Manager provided an update to the Board on the progress working with Greenbelt to clarify the boundary issues of the conservation restrictions at Pipestave and Mill Pond. They are in progress of creating better delineation boundaries and will continue to work through this process with the agencies involved. Paul Delaney, member of the Mill Pond Committee was present and added the delineation may pre-date the soccer fields.

Town Manager will keep the Mill Pond Committee, Park & Recreation, Conservation Commission updated as progress continues and will request their input.

The Town Manager then gave an update on the process for proposing amendments to Pipestave/Mill Pond Management Plan (L)

Documentation: Memo from Town Manager Re: Update on creation of Mill Pond/Pipestave Hill Conservation Restriction GIS shapefile

L. Discussion on process for proposing amendments to Pipestave/Mill Pond Management Plan

Town Manager explained the process for amendments of the management plan and how this can be expected to proceed with a vote at the spring town meeting as the goal.

Documentation: Memo from Town Manager Re: Process for proposing amendments to Pipestave/Mill Pond Management Plan

G. Proposed revisions to FY19 Wage Classification Plan

Town Manager explained that the schedule did not change only the annualized pay schedule using a different methodology.

Selectman Anderson motioned to approve the revised FY19 Wage Classification Plan. Second by Chairman Kemper with a unanimous vote.

Documentation: Memo from Town Manager Re: Proposed revisions to FY19 Wage Classification Plan

H. Proposed amendments to Severe Weather Policy

The Board reviewed proposed amendments from the Town Manager to the Severe Weather policy as “housekeeping” to further implement the transition to a Town Manager form of government. Selectman Anderson proposed adding to the policy, for guidance purposes, to follow the Governor’s Office closing due to inclement weather. Another proposed amendment is to include notification to the members of the Board of Selectmen.

Selectman Kemper moved to accept the changes to the policy as proposed by Town Manager and to include notification to the Selectmen. Second by Selectman Anderson with a unanimous vote.

Documentation: Memo from Town Manager and amended policy

I. Treasurer’s report on improved interest rates on larger balance accounts.

The Board reviewed a memo from Town Manager Angus Jennings with information on improved interest rates, to reflect current market conditions, on the town’s large balance accounts. Treasurer Sue Yeames and Town Manager Jennings were successful in securing a number of changes.

Documentation: Memo from Town Manager Re: Treasurer’s report on improved interest rates on large balance accounts

J. Proposed review and evaluation of Town Offices’ layout, administrative needs and staffing

Chairman Kemper and Town Manager proposed to delay this review to a future date.

(K and L, see above)

M.

M. Review of stormwater management MS4 Notice of Intent filed with EPA on 9/30/18

Town Manager Jennings state that at this time this is informational only, no action required but to be aware of the work involved and what the town is obligated to complete with this filing to the EPA.

Documentation: Memo from Town Manager: Review of Stormwater management MS4 Notice of Intent (NOI) filed with EPA

N. Review of communication protocols between Board and staff between meetings

The Board approved a trial communications protocol between the Board and staff between meetings on August 3rd to be revisited on October 29th. Selectman Anderson responded the level of communication is much less than last year. Selectman Archibald added that he would like to see communication from the State of Massachusetts as it pertains to the town. The Selectmen agreed to continue on to see how the protocol progresses during the transition period.

Documentation: Memo from Town Manager Re: Discussion of communication protocols between Board and staff between meetings

O. Personnel Update: hiring of a minute's clerk for the Planning Board and Board of Selectmen

Town Manager Jennings informed the Selectmen that he hired Kat Hines and she will start by preparing minutes of this meeting.

P. Follow up meeting assignments

- The Chairman asked for more information to be available about the new school funding model
- Information about the Rural Policy will be added to the Towns website
- Notifying Parks and Rec about the signs being placed at Ferry Park

Q. Future agenda Items

- The Chairman asked to have a discussion with the two surrounding town Boards of Selectmen about the new middle school/high school.
- Update on Page school generator and sink
- DLS financial policies
- FY20 Budget
- Update on River Access Committee and Harbor Committee
- Joint meeting with Finance Committee
- Update from Town Manager after meeting with the Superintendent and two other Finance Managers about the regional agreement

- Discussion of traffic safety at Georgetown Rd and Crane Neck intersection
- Cont. review of CPA surcharge as proposed by Tom Atwood

Chairman Kemper motioned to adjourn the meeting at 8:44pm. Second by Selectman Archibald with a unanimous vote.

Respectfully Submitted,

Mary Winglass, Executive Administrator