



Town of West Newbury
Select Board
Monday, June 6, 2022 @ 5:30pm
381 Main Street, Town Office Building
www.wnewbury.org
Open Session Minutes

Open Session: The meeting was called to order at 7:19 by Chairperson Archibald.

Participation at the meeting:

David Archibald, Richard Parker, and Wendy Reed: *Select Board Members*
Angus Jennings, *Town Manager*
James Blatchford, *Town Clerk*
Christine Marshall, *Council on Aging Director*
Brad Buschur, *Parks & Recreation Chairperson*
Alex Niles
George Preble
David Parrott
Liz Oltman, *TEC Consultants*
Wayne Amaral, *DPW Director*
Deb Hamilton
Daniel Innes
Bob Janes

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation (see agenda for details).
- Thanks to everyone who helped make the Memorial Day Parade a wonderful community event! (See pages 3-5 for pictures from the parade)
- Thanks to the West Newbury Fire Department for responses to recent emergencies
- 2022 Summer Bandstand Concert Schedule– Thursdays (6/23-8/25) at 6:30pm: performers now online! (See page 2 for details)
- Call for volunteers! Open positions on Town Boards/Commissions/Committees, including the new Affordable Housing Trust! Details at <https://www.wnewbury.org/volunteer>
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

Regular Business

A. Proposal to rename West Newbury Senior Center to the SAGE Center (Social; Activities; Growth; and Education) – Council on Aging

Christine Marshall, the Director of the Council on Aging, appeared before the Select Board (see exhibit A page 5 for details). Marshall stated neighboring communities have updated the name of their Senior Centers in an effort to increase participation and to attract younger seniors in the programs available. While other communities have similar names or acronyms, Marshall stated the name SAGE was unique to West Newbury. **Parker made a motion to accept the name change from the Senior Center to the SAGE Center. Reed seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).**

B. Requests for appointment

a. Joint meeting with Parks & Recreation Commission to consider application of Alex Niles to serve on the Parks & Recreation Commission

A joint meeting of the Select Board and the Parks and Recreation Commission commenced with a quorum of the combined boards (see exhibit B.a. pages 7-8 for details). Brad Buschur, Parks & Recreation Chairperson, appeared before the Select Board virtually. The applicant, Alex Niles, appeared before the Select Board in person. Niles stated the current active involvement as a coach of youth baseball within West Newbury and the benefit his appointment would bring to the Commission. The Select Board discussed the possible need for Niles to recuse on topics surrounding the setting of fees and/or wages if one of his organizations was involved in the request. Jennings stated recusal could be explored on a case-by-case basis. **Parker made a motion to appoint Alex Niles on the Parks & Recreation Commission to fill the vacant seat until the next town election May 1, 2023. Reed seconded. Buschur was in favor of the motion. Motion unanimously passed (Yes 4, No 0, Abstain 0).** Jennings stated Niles would need to be sworn in before being able to make a vote on the Commission.

b. Applications to serve on Conservation Commission – George Preble; David Parrott

Applicants George Preble appeared before the Select Board in person and David Parrott appeared before the Select Board virtually (see exhibit B.b. pages 9-11 for details). Jennings stated there was one vacancy on the Commission and that another vacancy would be available as of July 1, 2022 as a current Commissioner, Tom Atwood, would not be seeking re-appointment. The Select Board discussed with each applicant their

education, prior experience, and interest in serving on the Commission. Jennings informed the applicants of the meeting schedule and scheduling of site visits in the evenings and weekends. Reed suggested the applicants attend a virtual session through the Massachusetts Association of Conservation Commissioners to review the fundamentals of the Conservation Commission roles and responsibilities. Both applicants agreed the virtual session would serve as a good resource. **Archibald made a motion to appoint David Parrott to the vacant seat on the Conservation Commission until June 30, 2022 with an additional term from July 1, 2022-June 30, 2025. Reed Seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).**

Reed made a motion to appoint George Preble to the forthcoming vacant seat on the Conservation Commission for the term July 1, 2022-June 30, 2025. Archibald Seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0). Blatchford stated communication would be sent to both parties concerning the swearing-in process and the required documentation needed before attendance at the first Commission meeting.

C. Discussion of policy regarding temporary signs on public property (See exhibit C pages 12-13 for details)

Archibald discussed communication received concerning the placement for the graduating class of 2022 signs at Pipestave in comparison to Merrimack and Groveland. The communication requested reconsideration for a more publicly visible sign location for the 2023 graduating class signs the next year. Archibald reviewed the town policy concerning the placement of temporary signs on public property. The Select Board discussed different locations for the signage that would maintain the safety of the community along state highway Rt 113. Concerns for maintaining the precedent for temporary signage was discussed with the intent to protect the town from future requests for signage in a previously undesignated area. **No motions were made at this time.**

D. Updated draft Page/Pipestave/113 safety audit and concept plans – Liz Oltman, TEC Consultants

Jennings stated the different conceptual options were posted on the town website, a number of responses from the public were received, and the responses were shared with the TEC Consultants team (see exhibit D pages 14-28 for details). Liz Oltman, TEC Consultants, appeared before the Select Board virtually. Oltman stated an additional 2 responses from the public were received over the weekend bringing the number of respondents to 12. Oltman informed the Select Board the community preference to construct one crosswalk to the East of the auxiliary driveway.

Deb Hamilton addressed the Select Board and Oltman to reiterate the request for the crosswalk shifted further east towards the school driveway to accommodate equestrian traffic and access to the trails. A larger waiting area for equestrian crossing, the placement of the sidewalk at Pipestave behind the guardrail, and a non-painted area to the sides of the crosswalk were discussed.

Wayne Amaral, DPW Director, appeared before the Select Board and discussed concerns surrounding ADA compliance. Discussion continued surrounding whether the town should include a larger concept plan involving a sidewalk continuation from Coffin to Chase Street. Oltman suggested to include the continuation in the request, but the size of the project could be too much for the Safe Routes to School Grant. Amaral stated the town's request should be as close to the cap of the grant funds as possible.

Jennings confirmed with Oltman that the finalized concept plan and condensed version of community responses would be presented to the Select Board at the June 27th meeting. The finalized paperwork and submission deadline was announced as June 30, 2022.

*** Reed made a motion to add consideration of applicant, Dan Innes, for the Finance Committee to the agenda. Parker seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).**

Dan Innes appeared before the Select Board for this application. Innes discussed prior experience dealing with budgets and interest in serving the town in this capacity. **Parker made a motion to appoint Dan Innes to the Finance Committee with a term ending June 30, 2024. Reed seconded.** It was stated the next Finance Committee meeting would take place June 30, 2022 and Innes would need to be sworn in before the meeting. **Motion unanimously passed (Yes 3, No 0, Abstain 0).**

Archibald made a motion to take item H out of order. Parker seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).

H. Update regarding Mill Pond All Access Trail initiative, and process for continuing project management.

Jennings gave an update on this agenda item (see exhibit H pages 55-64 for details) and stated the consultant would like to move forward, but input from the stakeholders and the community was needed to complete a finalized concept plan. The Select Board and Jennings discussed who submitted the original request and which department would oversee the management of the project. Discussion continued as to whether this project should be paused in order to focus on more time sensitive initiatives.

Deb Hamilton appeared before the Select Board and expressed concerns surrounding parking by the water's edge and wildlife dangers due to abandoned fishing hooks and lines. Hamilton also stated concern for the erosion around the dyke and the need to address the deteriorating condition sooner rather than later.

Jennings and the Select Board discussed holding a public meeting, or working meeting, to see what the public favored at the location. It was decided to schedule a stand-alone public meeting sometime July 18-

August 12 after consulting which date worked best for the Open Space Committee, Mill Pond Committee, Park & Recreation, and the consultant. Jennings informed the Select Board the sunset date for this project was June 2023. **No motions were made at this time.**

Archibald made a motion to take item I out of order. Parker seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).

I. Discussion of process to consider potential zoning amendment regarding Soldiers & Sailors Building

Jennings reviewed the approval of the article to authorize disposition of the building with the requirement to rezone the property. The Select Board discussed scheduling a joint meeting with the Town Manager, Town Planner, a member of the Planning Board, the Building Inspector, and the Select Board to determine the zoning variance for the property. Jennings stated the zoning, historic preservation restriction, and disposition paperwork should be completed before the Fall Town Meeting in order to move forward directly following the meeting if zoning proposal was approved. Discussion continued concerning the CPC funds to be used for the historic preservation restriction as the funds were tied to the 2022 fiscal year. Dick Cushing thanked the Board for discussing this item. **No motions were made at this time.**

E. Preview/outline of FY23 reappointment timing/process for Boards/Commissions/Committees (See exhibit E pages 29-44 for details)

Blatchford reviewed the communication received from members of the Boards, Commissions, and Committees regarding their intentions to be re-appointed for the 2023 fiscal year. Jennings asked if the Select Board would like to request any of the Boards, Commissions, or Committees to focus on specific initiatives for FY23. If so, at beginning of the fiscal year at the time of appointment would be the most appropriate. The Select Board discussed inviting the Harbor Committee to attend the next Select Board Meeting to review what has been completed through this committee and charges going forward.

The Select Board discussed the Personnel Advisory Committee and the upcoming vacancy for the Eastern District Veteran's Affairs Representative. It was decided to invite the Veteran's Agent contact, Karen, to the next Select Board meeting to determine if a Select Board Member should fill the vacancy as other surrounding towns have done.

Lastly, the Select Board discussed whether the town should explore creating a Cemetery Commission and that a Bylaw would need to be established to do so. Legal obligations of the town to maintain the grounds was discussed. It was decided to continue this topic of conversation in the future. **No motions were made at this time.**

F. Discussion of ARPA funds; consideration of eligible project; outline of process to allocate/authorize remaining ARPA funds

The Select Board discussed the possible use of ARPA funds to complete the water pipe replacement at the Page School (see exhibit F pages 45-53 for details). Jennings stated a similar project was underway at the Bengal Elementary School in Groveland and the town could and request to see the reports generated from that project after completion. Storm water and water infrastructure were other areas the ARPA funds could be utilized were mentioned. The Select Board discussed the parameters of eligible projects and the necessity of the town to have a functioning water system to exist. Jennings discussed the time involved in reporting the allocation of funds to the US Treasury and stated the eligibility of the projects discussed would need to be looked into. **No motions were made at this time.**

G. Request for approval of FY23 wage range schedule (See exhibit G page 54 for details)

This item was tabled until the following meeting June 27, 2022.

J. Discussion of form of government, and potential consideration of Town Charter (See exhibit J page 65-97 for details)

The Select Board discussed consideration of a Town Charter and what the best course of action should be to explore this (See exhibit J page 65-97 for details). Discussion continued as to whether appointing a committee with a clear charge and finite timeframe would be helpful in determining if a Town Charter would be beneficial to the town. Archibald suggested to make corrections within the Town Manager Act for faster results. Jennings stated there were a few items that were known issues that needed to be addressed.

K. Meeting minutes: May 9, 2022 (See exhibit K page 98-102 for details)

Parker made a motion to approve the minutes with the correction of one spelling error. Archibald seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).

Town Manager Updates

L. Update on Finance personnel preparation for upcoming ratings call with Standard & Poor's

Jennings stated the last Standard & Poor's in-depth rating report was issued 2016/2017 and a meeting was scheduled to take place the following day for a current in-depth report rating (see exhibit I pages 103-112).

Jennings stated the town currently had a rating of A++ and it would be difficult to move above that rating due to the size of the town.

M. Notice of extension of MassWorks grant regarding Middle Street Bridge

Jennings stated the town received formalized communication that the MassWorks grant for the Middle Street Bridge had been extended (see exhibit M pages 113-114).

N. Page School Playground construction update

Jennings stated the project was going well and should be completed by the first or second week in July (see exhibit I pages 115-119).

O. Update regarding invasive species interns beginning on Monday, June 13th

The Select Board was informed that two interns would be starting the following week (see exhibit O pages 120-124).

P. Notice of submittal of One Stop grant application to support study of local options for compliance with MBTA Communities legislation

Jennings reviewed some of the difficulties with submission of the grant application but stated it was completed and submitted on time (see exhibit P pages 125-142).

Q. Process for financial closeout of FY22

Jennings informed the Select Board a memo had been circulated to every Chairperson of the Boards, Committees, and Commissions that have any type of budget (see exhibit Q pages 143-144).

R. Update on process to reissue Bond Anticipation Notes (BANs) for Water capital projects

Jennings stated this item would appear on the June 27th agenda (see exhibit R pages 145-149).

S. Update on continuing impacts of Stormwater Bylaw on pending house construction, and staff time

Jennings stated the town was still looking for a vendor under contract to help navigate the process. The Select Board and Jennings discussed how the bylaw was written and the Planning Board's approach to pending house construction in combination with the bylaw. Jennings stated a stormwater working group was scheduled for Thursday.

T. Follow up meeting assignment; placing items for future agendas

Archibald made a motion to adjourn. Parker seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0). Open session ended at 10:45pm