



Town of West Newbury
Select Board
Monday, June 27, 2022 @ 7:00pm
381 Main Street, Town Office Building
www.wnewbury.org
Open Session Meeting Minutes

Open Session: The meeting was called to order at 7:03pm by Chairperson Archibald.

Participation at the Meeting:

Richard Parker, David Archibald, and Wendy Reed *Select Board Members*
Angus Jennings, *Town Manager*
James Blatchford, *Town Clerk*
Fred Chania, *Tree Committee*
Karen Tyler, *Veterans' Agent*
Liz Oltman, *TEC Consultants*
Elisa Grammer (virtually), Rob Phillips, Barry LaCroix *River Access Committee*
Brad Dore, *Harbor Committee*
Mike Dwyer *Police Chief*
John Haley
Jill Eichhorst
Stephanie Frontiera, *Town Accountant*

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.
- SAGE Center Open House, Thursday, June 30th from 4:30-6:30pm – All are welcome! (See pages 2-8 for details)
- 2022 Summer Bandstand Concert Schedule– Thursdays (6/23-8/25) at 6:30pm: list of performers now online! (See page 9 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. Presentation of Tree City USA Plaque – Fred Chania, Tree Committee

Fred Chania appeared before the Select Board and presented the Tree City USA plaque to be displayed in the Town Offices Building (see exhibit A page 10 for details). Additionally, the town received two Tree City signs and a large Tree City flag to display within town. Chania stated West Newbury was the only new town designated as a Tree City this year. Chania updated the Select Board on the Tree Trail at Mill Pond and stated the trail should be completed this summer. Additionally, the Tree Committee planned to apply for a grant to plant 20 native trees at the Page School and Action Cove the following year. **No motions were made at this time.**

B. Discussion of Town representation on Eastern Essex Veterans' Board – Karen Tyler, Veterans' Agent

Karen Tyler appeared before the Select Board and described the Eastern Essex Veteran's Board as comprised of six towns with equal representation from either a Select Board member or designee (see exhibit B pages 11-20 for details). The Select Board and Tyler discussed the importance of a representative of either veteran status or a person with strong ties to the veteran community. It was decided to call for volunteer veteran to serve as the representative for the town. Jennings suggested sending a letter to the veterans of the community to inform them of the service the Eastern Essex Veterans' Board can provide as well as recruit a representative. Until a representative could be appointed, Chairperson Archibald would stand-in as the representative of West Newbury starting of July 1, 2022. Jennings stated the Purple Heart Proclamation would appear on the next meeting agenda July 11, 2022.

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

Liz Oltman appeared before the Select Board virtually and presented the final concept plan (see exhibit C pages 1-140 in the supplemental packet). Oltman stated the maximum funding available from Safe Routes to School Grant was currently \$1.5 million. As the Select Board had discussed submitting a project as close to the maximum amount of the grant, Oltman stated a 1200 linear foot sidewalk could be constructed from Page School down the south side of Rt 113 to Mill Pond. Oltman believed with the need for retaining walls along a portion of Rt 113, the cost of the project would be close to the maximum grant allowance of \$1.5 million. **Parker made a motion to accept the final report as presented. Reed seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).**

D. Request for support to file CPA application for design and permitting services associated with proposed boat dock or ramp, in coordination with Essex County Greenbelt, on Parcel R24-5 (River Road) – River Access Committee

Elisa Grammer appeared virtually while Rob Phillips and Barry LaCroix appeared before the Select Board in person. Phillips presented a revised proposal requesting support to file a CPA application for design and permitting services associated with river access, in coordination with Essex County Greenbelt, on Parcel R24-5 River Road (see exhibit D pages 21-29 for details). Phillips stated the committee was not yet at a stage to propose a boat ramp or dock, but was seeking support from the Select Board to file the CPA application in order to secure funding for design and permitting services. Phillips added the River Access Committee would reach out to the Open Space Committee, Fire & Rescue, Conservation Commission, community members, and other stakeholders for input. Phillips stated the boundaries for the area would need to be flagged in order for the public to visually see the area in question. Further, the committee would like to identify where parking could occur, how much parking, and where a pathway to the water could be located. **Parker made a motion to support to file CPA application for design and permitting services associated with river access, in coordination with Essex County Greenbelt, on Parcel R24-5 (River Road). Reed seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).**

E. Discussion of FY23 work plan for Harbor Committee – Brad Dore, Harbor Committee Chair

Brad Dore appeared in person before the Select Board and discussed the duties of the Harbor Committee (see exhibit E pages 30-51 for details). Dore stated that in prior years, the committee had completed a feasibility study for a mooring field but were unable to move forward as it had been denied for CPA funding. Dore and the Select Board discussed the limitations of the Harbor Committee as the town did not officially have a harbor and the conservation commission ultimately approved/denied dock and mooring permits. The Select Board discussed the current moorings and docks on the river and creating a map to assist with the enforcement of registration. **No motions were made at this time.**

A. Vote to accept donation from Natalie S. Hobson of land located off River Road (Parcel 120-0-120)

Jennings stated the intent of the owner was to donate the land to the town but the deed had never been executed (see exhibit F pages 52-53 for details). Archibald recalled this item had been discussed at a Select Board meeting years prior but could not recall if the Select Board members had made a decision. Blatchford stated the minutes from the Select Board meeting could be reviewed during which the donation letter was written. **No motions were made at this time.**

B. Requests for appointment:

a. Request for appointment of Rich Parenteau as acting Police Sergeant

Chief Dwyer appeared in person before the Select Board and gave a brief overview of the applicant's education and professional background (see exhibit Ba page 54 for details). **Parker made a motion to appoint Rich Parenteau as acting Police Sergeant effective July 1, 2022 until it is no longer necessary to hold that position. Reed seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).** The Select Board asked Chief Dwyer to congratulate Jessica Eng for graduating the police academy.

b. Request for appointment of Rob Phillips to Finance Committee

Rob Phillips appeared before the Select Board for the requested appointment to the Finance Committee (see exhibit Bb pages 55-56 for details). The Select Board stated Phillips would need to resign from the River Access Committee if appointed to the Finance Committee. **No motion was made at this time (see item Bd for the motion).**

c. Request for appointment of John Haley as Associate Member of Conservation Commission

John Haley appeared before the Select Board for the requested appointment as Associate Member of the Conservation Commission (see exhibit Bc pages 57-60 for details). Haley stated the desire for appointment came after attending many Conservation Commission meetings and a desire to be engaged in the community. Blatchford stated a full position would be available in August due to a member's planned resignation. **Parker made a motion to appoint John Haley as Associate Member of the Conservation Commission effective July 1, 2022 through June 30, 2023, subject to change if Haley decided to apply for the full position in August. Reed seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).**

Jill Eichhorst appeared before the Select Board virtually for the requested appointment to the Cultural Council. Eichhorst, a resident of West Newbury for over 50yrs, described previous experience serving on committees over the years and interest in serving the community. **No motion was made at this time (see item Bd for the motion).**

d. Board / Commission / Committee reappointments for FY23

Blatchford reviewed the slate of re-appointments and new applicants for appointment (see exhibit Bd

pages 61-62 for details). The staggering of the terms for the Harbor Committee and the Mill Pond Committee were discussed. **Parker made a motion to appoint the entire slate as presented with Thomas Goodwin for a 1-year term, Terry Hartford for a 3-year term, Zip Corning for a 1-year term, Ryan Goodwin for a 2-year term, Deb Hamilton for a 3-year term, Robin Pendergast for a 2-year term, and Matthew Shwom for a 3-year term. The appointment to include Rob Phillips to the Finance Committee and Jill Eichhorst to the Cultural Council. Archibald seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).** Blatchford stated the CPC positions were to be appointed by the individual committees and the terms should be staggered. The Select Board discussed the possibility of modifying the bylaws to require staggered terms for consistency. Jennings stated the bylaw for the Harbor Committee should be modified to formalize the inclusion of alternate members.

e. Staff reappointments for FY23

Jennings reviewed edits to the appointment list with the Select Board and reviewed the statutory basis for approval of the reappointments (see exhibit Ge page 63 for details). Reed volunteered to be the other sexual harassment and grievance officer alongside Jennings. **Parker made a motion to appoint all staff as shown on the revised list with the modification of the full-time patrol officers Dan Dorgan, Jessica Eng, and Kyle Roy with a through date of June 30, 2023. Archibald seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).** Jennings stated follow-up would occur with Reed concerning the details of being a sexual harassment and grievance officer.

C. Review of proposed FY22 Line-Item Transfer requests

Jennings stated in accordance with the statute, detailed expense for the lines proposed for transfer had been included (see exhibit H pages 64-83 for details). It was stated that additional transfers would be brought forward at the July 11, 2022 meeting as some invoices would be received after June 30, 2022. Jennings stated the Finance Committee was scheduled to meet June 30, 2022 to vote on the line transfers presented. **Archibald made a motion to approve the listed line-item transfer requests. Parker seconded.** The Select Board reviewed the public relations consultant annual expense and discussed Public Safety and the Town website as two separate entities. Stephanie Frontiera, Town Accountant, appeared before the Select Board and stated the Police and Fire Department annual rate for the public relations consultant services was billed separately for each department. It was suggested to consult Chief Dwyer for an update on the services and whether the Chief must sign off on the statements before they are released to the public. **Motion unanimously passed (Yes 3, No 0, Abstain 0).** Jennings stated the line-item transfer requests would be taken up before the Finance Committee June 30, 2022.

D. Approval and signing of the borrowing paperwork in connection with the Town's \$1,060,000 Bond Anticipation Note dated July 13, 2022, payable July 13, 2023

Jennings stated if the Select Board found the document agreeable, the motion would need to approve the vote as written (see exhibit I pages 142-259 in the supplemental packet). **Parker made a motion to approve the vote as written in the provided document. Archibald seconded.** Jennings clarified for the viewers at home the Select Board was being asked to approve the sale of the bond anticipation notes to be used to finance water capital projects. The \$1.1 million would be converted to long-term debt. **Motion unanimously passed (Yes 3, No 0, Abstain 0).**

E. Request for authorization of ARPA funds to contract for study of Page School water lines

Frontiera advised the Select Board to declare the lump sum of the ARPA funds as revenue loss and to take a separate vote to move forward with the project (see exhibit J pages 84-99 for details). The Select Board discussed declaring revenue loss versus the standard deduction and the difference between calculating the actual revenue loss. **Archibald made a motion to categorize the Town's ARPA funding under the category as standard revenue loss. Reed seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).** Jennings presented a sample of the proposal if the Select Board chose to move forward. The Select Board discussed the study of the Page School water lines and requested more information surrounding this project. Jennings suggested inviting Wayne Amaral and John Savage to the next meeting to discuss as they had more collective knowledge on the subject. The Select Board discussed other potential areas where the ARPA funds could be utilized. Frontiera informed the Select Board that the reporting would be extensive on all the expenditures and contracts the town entered into. It was stated that multiple smaller projects would require the same extensive reporting as moving forward with one larger project. **This item was tabled until the July 11, 2022 meeting.**

F. Review of draft letter to MassDOT regarding Rocks Village Bridge

Jennings presented the draft letter to MassDOT for Select Board comment and approval (see exhibit K pages 100-101 for details). The Select Board discussed the height restriction for travel on the bridge and that a "no truck" policy could restrict vehicles that would meet the height restriction requirements. The placement of the current height restriction sign and the possibility of adding additional warning systems were discussed. Rob Phillips suggested contacting Merrimack Valley Planning Commission for assistance with the draft. Jennings agreed and stated the draft letter would be submitted to MVPC for additional comment and the final version would then be presented to the Select Board for approval. Blatchford informed the Select Board the Haverhill City Council had submitted a letter to the Mayor of Haverhill concerning a truck restriction on the bridge, but

was unsure if the mayor had submitted the letter to MassDOT per the City Council's request. **No motion was made at this time.**

G. Review and approval of FY23 employee wage range schedule (cont'd)

Jennings presented the FY23 wage range schedule for approval in accordance under the salary compensation bylaw (see exhibit L page 102 for details). After brief discussion, **Reed made a motion to accept the salary and wage calculations for FY2023. Parker seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).** Jennings asked if the intent of the motion was to include the wage ranges for acceptance. Reed confirmed that was the intent of the motion.

H. Review and approval of FY23 employee wage schedule

See item G for details.

I. Review and approval of FY23 holiday recognition dates

Jennings made a revision to the open hours listed for the library. The Select Board discussed the Thanksgiving holiday and whether to include the following day (Friday) on the holiday recognition list (see exhibit N pages 103-104 for details). After brief discussion, it was decided to strike the Friday following Thanksgiving from the FY23 holiday/ Town Office closure list and the corresponding footnote. **Parker made a motion to accept the FY23 holiday recognition dates as revised. Archibald seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).**

J. Meeting minutes: May 23, 2022; June 6, 2022

Parker was not present for the May 23, 2022 meeting. The Select Board reviewed clerical errors in the spelling of a participant's name (see exhibit O pages 105-12 for details). **Reed made a motion to approve the meeting minutes of May 23, 2022 as amended. Archibald seconded. Motion passed (Yes 2, No 0, Abstain 1).** The Select Board reviewed a spelling clerical error. **Reed made a motion to approve the meeting minutes of June 6, 2022 as amended. Parker seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).**

Town Manager Updates

K. Notice of Intent regarding Artichoke Spillway project

Jennings informed the Select Board the joint site meeting with Newburyport had gone well, concerns were discussed, and there was constructive dialogue between both Water Departments (see exhibit P pages 113-115 for details). **No motion was made at this time.**

L. Contract with Horsley Witten Group for Bylaw/Regulations review regarding stormwater management (see exhibit Q pages 116-120 for details)

Jennings stated the contract took several months as the town had searched for the right group to fit the town's needs. One goal of the regulations would be to provide clear guidance to applicants of the requirements and the order in which to do them. **No motion was made at this time.**

M. List of projects/initiatives, DPW (see exhibit R pages 121-122 for details)

Jennings presented the current project list for review and stated the current DPW workload only allows for 5 hours per week to be allocated to the projects. Jennings commended the DPW staff for all of their hard work and stated a few applications have been received for the assistant position. **No motion was made at this time.**

N. Staffing updates, Planning and Conservation (see exhibit S pages 123-131 for details)

Jennings informed the Select Board that Katelyn Bradstreet had been hired as the planning support administrator. The Select Board and Jennings discussed revisiting the hiring of a Conservation Commission Administrator in the fall. **No motion was made at this time.**

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

Jennings stated the Planning Board would be setting up a working group for the Soldiers & Sailors Building. A meeting between the Building Inspector, the Town Planner, the Town Manager, and a Reed would be scheduled to discuss zoning modifications. Jennings stated the Town Manager Act was not completed yet but would appear on a future agenda.

Archibald made a motion to adjourn. Parker seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0). Open session adjourned at 10:23pm