



Town of West Newbury
Select Board
Monday, July 11, 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 7:11 pm by Chairperson Archibald.

Participation at the Meeting:

Richard Parker, David Archibald, and Wendy Reed *Select Board Members*
Angus Jennings, *Town Manager* (Absent)
James Blatchford, *Town Clerk*
Bob Janes
Karen Tyler, *Veterans' Agent*
Pamela Shaffer (virtually)
Deborah Hamilton
Derek Mitchell
Dan McNamara and Kevin Stacey *Invasive Species Interns*
Sam Joslin, *Building Inspector*
Wayne Amaral, *DPW Director*
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.
- Page School Playground Grand Opening / Ribbon-Cutting – Tuesday, July 12th at 5pm (see page 5 for details)
- Special Board meeting to review draft conceptual plans for Mill Pond All Access Trail, Monday, July 18th
- 2022 Summer Bandstand Concert Schedule– Thursdays through Aug. 25th, at 6:30pm: list of performers online!
- Call for volunteers! Open positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- Recent change to MVRTA bus route, now providing service to Groveland (see pages 7-9 for details)
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

Regular Business

A. Proposed Declaration of West Newbury as a Purple Heart Community – Bob Janes, Karen Tyler

Bob Janes appeared before the Select Board and stated West Newbury would benefit from becoming a Purple Heart Community (see exhibit A pages 10-17 for details). Janes informed the Select Board that at least one Purple Heart veteran lived in town and the proclamation would honor all community veterans wounded or killed while serving the country. Janes stated a ceremony would be planned for August 7th as that was the day the Purple Heart was first awarded. Archibald read the proclamation aloud for the remote viewers to hear.

Parker made a motion to accept the proclamation as presented. Reed seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0). Blatchford stated 3 signs would be displayed on the main roads upon entering West Newbury. Janes informed the Select Board there would be no financial impact on the town as the American Legion would be covering the costs of the signs. The Select Board discussed if a further vote was needed to accept the donation. Blatchford clarified the Select Board only needed to approve the proclamation.

B. Request for approval for temporary sign to promote the Jeanne Geiger Crisis Center's 31st Annual Walk Against Domestic Violence, to be held on Sunday, October 2nd, 2022

The Select Board discussed the request to hang a 3'x8' banner within the Rt.113 right-of-way near Page School from September 5, 2022 through October 3, 2022 (see exhibit B pages 18-19 for details). Wayne Amaral appeared before the Select Board virtually. Amaral stated the banner could not be hung over Rt.113 without a state permit, which the town does not issue, but could be placed along the roadside. **Reed made a motion to approve a 3'x8' banner within the route 113 right-of-way near Page School from September 5, 2022 through October 3, 2022. Parker seconded.** Parker asked if Amaral could help with the placement of the banner as the motion approved the group to use either the Pipestave or the Page School side of the right-of-way. Amaral agreed and stated the banner would not be placed too close to the road where it could obstruct the view of traffic. **Motion unanimously passed (Yes 3, No 0, Abstain 0).**

C. Applicants for appointment to Affordable Housing Trust: Kevin Bowe; Donna Garcia; Deborah Hamilton; Derek Mitchell; Pamela Shaffer

Blatchford stated the committee would consist of 6 community residents and 1 Select Board member (see exhibit C pages 20-25 for details). Blatchford informed the Select Board that 5 applications had been received and 3 of the applicants were in attendance.

Pamela Shaffer appeared virtually before the Select Board. Shaffer described prior experience serving on the Housing Authority Board and had helped create the affordable housing on Bachelor Street and the Senior Housing near the Town Offices Building.

Deborah Hamilton appeared before the Select Board in person and spoke of prior experience on the Affordable Housing Bylaw Committee and current position to the Planning Board. Hamilton stated the town was in critical need of affordable housing for future generations, employees, and seniors.

Derek Mitchell appeared before the Select Board in person. Mitchell stated prior experience working with non-profit entities, real estate, and small-scale development.

Archibald made a motion to appoint Kevin Bowe, Donna Garcia, Deborah Hamilton, Derek Mitchell, and Pamela Shaffer to the new Affordable Housing Trust. Reed seconded. The Select Board discussed the terms of appointment. **Parker made an amendment to the motion to appoint Pamela Shaffer, Derek Mitchell, and Deborah Hamilton to serve two-year terms; and to appoint Kevin Bowe and Donna Garcia to serve a one-year term. Motion unanimously passed (Yes 3, No 0, Abstain 0).** Blatchford stated an email listing the required documents and process of being sworn in would be sent to all the appointed parties.

Item E was taken out of order at this time.

E. Introduction of Invasive Species Interns and overview of work program

Dan McNamara and Kevin Stacey appeared before the Select Board (see exhibit E page 27) to discuss the progress of the internship. McNamara and Stacey explained they had mapped out different invasive species around town over the past 5 weeks and had completed the Pipestave and Mill Pond Recreation Areas. It was stated some invasive plant removal was completed but the work was primarily mapping the areas affected by the overgrowth. McNamara and Stacey stated that each data point recorded contained the size of the invasive species plant and a picture for reference. A presentation for the Select Board would be planned for August 22, 2022 at the completion of the internship. McNamara and Stacey stated Bittersweet was the most prevalent invasive plant to this point and Riverbend was the next area to be mapped on the following week.

Deb Hamilton addressed the Select Board with concerns surrounding the back field of Mill Pond and the Riverbend trail overgrowth due to the invasive plants. **No motion was made at this time.**

Item F was taken out of order at this time.

F. Discussion of potential to initiate Recodification of Zoning Bylaws – Sam Joslin, Building Inspector

Sam Joslin appeared before the Select Board and discussed the need to re-organize the zoning and create a comprehensive guide for both the town departments and the residents (see exhibit F pages 28-32 for details). Joslin explained the current organization was very confusing, contradictory in some areas, and no longer legally

Open Session Meeting July 11, 2022; Minutes Approved August 8, 2022

Posted Agenda on 7/7/2022 at the Town Offices and the Town's Official Website www.wnewbury.org

viable in other sections. Joslin proposed using a new format with updated language and updated zoning to include solar and wind areas. While the flow pattern proposed would be similar to Newbury and Groveland, Joslin stated the content would be specific to West Newbury and would reduce the workload of each department.

The Select Board and Joslin discussed the importance of updating this as a whole instead of fixing it piece by piece. Discussion continued as to how the changes should be made, presented to the community during a town meeting, and how the updates would need to be approved by the Attorney General as well. Joslin asked the Select Board if they would support approaching the Planning Board with this proposal. The Select Board found no objections with Joslin's request. Joslin stated if the revisions were ready for Spring Town Meeting, it would be determined how much involvement the Planning Board would like to have in the presentation to the community. **No motion was made at this time.**

Item H was taken at this time.

H. Review of proposed FY22 Line-Item Transfer requests

Wayne Amaral appeared before the Select Board virtually to answer any questions (see exhibit H page 34 for details). The Select Board decided to go through line-item transfers by department and to cast separate motion for each. **Archibald made a motion to approve the interdepartmental end of the year transfer for the DPW as noted in the packet. Reed seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).**

Archibald made a motion to approve the interdepartmental end of the year transfer for the Fire Department as noted in the packet. Parker seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).

Archibald made a motion to approve the end of the year transfer for the Police Department in the amount of \$54,293. Reed seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).

Parker made a motion to approve the request for appropriation from the Veteran's Benefits/Expenses to the Soldier Grave Expense in the amount of \$1032. Archibald seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).

Archibald made a motion to approve the end of the year transfer for the Board of Health in the amount of \$111,000.51. Reed seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).

Parker made a motion to approve the Finance Department transfer from Finance Corporate Expenses to FICA in the amount of \$1935.62. Archibald seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).

Archibald made a motion to approve the transfer in the amount of \$469.69 from the Assessor's Account to the Planning Salary and Wages Account. Reed seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).

Archibald made a motion to approve the intradepartmental transfer from Planning Expenses to the Planning Salary and Wages Account in the amount of \$1447.77. Parker seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).

Item D was taken at this time.

D. Requests for reappointment of Emergency Management Agency representatives/staff for FY23

*Open Session Meeting July 11, 2022; Minutes Approved August 8, 2022
Posted Agenda on 7/7/2022 at the Town Offices and the Town's Official Website www.wnewbury.org*

Archibald made a motion to approve the listing of people, as noted in the packet, for re-appointment of Emergency Management Personnel with the term ending June 30, 2023. Parker seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).

Item G was taken at this time.

G. Discussion of date options for Fall 2022 Special Town Meeting

Blatchford stated this item was placed on the agenda for discussion and a decision was not needed at this time (see exhibit G page 33 for details). Blatchford stated the Town Moderator had voiced the opinion that a weekend morning Town Meeting appeared to be favorable to the community and increased attendance. The Select Board briefly discussed holding the meeting outdoors versus indoors and how weather would be the deciding factor. The Select Board discussed difficulties parents could have attending the meeting on a Saturday morning if their children were involved with sports. Discussion continued surrounding the possibility of alternating between a weekend morning and weekday night for the next few Town Meetings.

The Select Board and Blatchford discussed October 22nd and October 24th as potential options for the Fall Town Meeting. Parker stated a personal engagement had been scheduled for October 22nd and would not be able to attend. Blatchford stated conversation would continue in future Select Board meetings concerning the scheduling of the Fall Town Meeting. **No motion was made at this time.**

At this time, Stephanie Frontiera, Town Accountant, appeared virtually before the Select Board to answer questions regarding the item-line transfers in Item H.

Frontiera explained that departments with a remaining budget were used to equal out departments with a negative balance. The Select Board and Frontiera discussed why some departments had surpassed their budget and how a report could be pulled to reflect the interdepartmental transfers. The Select Board thanked Frontiera for appearing before them and answering their questions. **No further motions were made at this time.**

G. Request for authorization of ARPA funds to contract for study of Page School water lines (cont'd)

This item was tabled until further information could be provided.

I. Update re Whetstone Greenway and pending filing of Notice of Intent with Conservation Commission

The Select Board discussed the changes to the walkway (see exhibit J pages 110- 132 for details) and how Jennings had signatory authority on this matter. No further discussion took place. **No motion was made at this time.**

J. Discussion of applicability of temporary sign policy to Community Preservation Act project signs

Reed stated the CPC would be using signs for projects that were funded with CPA dollars (see exhibit K pages 133-136 for details). Reed discussed with the Select Board the current sign policy and the desire to have the Boards and Committees follow the same rules as residents. The Select Board discussed why state matched project should be exempt from the town sign policy and whether smaller more permanent signs should be displayed for the length of CPA funded projects. **Archibald made a motion for in progress construction CPA projects on Town Land to receive an exemption for temporary signage permit for the duration of the project. Parker seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).**

K. Update on study of potential solar installations on Town-owned land

Parker reviewed that the Town had voted to allocate \$15,000 at the Spring Town Meeting for a feasibility study for potential solar site locations (see exhibit L pages 137-143 for details). Parker expressed the desire to start the process soon as 5-6 sites had potentially been identified as possible solar sites. The Select Board

Open Session Meeting July 11, 2022; Minutes Approved August 8, 2022

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discussed the areas the feasibility study would list as strengths and weaknesses of each location. It was stated that since the Energy & Sustainability Committee had brought forward the article for Town Meeting they should lead the charge. It was stated that the DPW Director and Town Manager should sign off on the contract and be involved with the scope and general process of the study and potential solar project.

L. Review of proposed changes to fees administered by Town Clerks' office

The Select Board discussed the proposed fees and the new services the clerk's office could provide with two Commissioners to Qualify present in the office (see exhibit M page 144 for details). Blatchford stated the only other change in fee was an increase for business certificates from \$25 to \$40 to be more in line with neighboring communities. **Archibald made a motion to approve the updated Town Clerk fee schedule as noted as Item M on the agenda. Parker seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).**

M. Meeting minutes: March 14, 2022

This item was tabled until July 25, 2022

Town Manager Updates

N. Preparation for upcoming meeting regarding Mill Pond All Access Trail conceptual design process

This item was tabled due to the Town Manager's absence.

O. New Community Preservation Committee eligibility and project application forms for proposed use of Community Preservation Act funds – available online; discussion of project management for CPA-funded initiatives

Reed stated the forms had been streamlined to make the process more straight forward (see exhibit P pages 145-157 for details). The updated forms will be used going forward with all CPA requests. **No motion was made at this time.**

P. Update on Parks & Rec Commission vote in response to recent correspondence from West Newbury Riding & Driving Club

It was stated that all parties were agreeable to the events at Pipestave after Labor Day (see exhibit Q page 158 for details). The Riding & Driving Club would have exclusive access to the area until 2pm. The Flag Football event would then have access to the area after 2pm. **No motion was made at this time.**

Q. Update on status of The Collins Center employee wage & classification study

Archibald stated the wage study was near completion according to the Town Manager. Once completed, Archibald suggested dividing the review process across the board to reduce the workload on the Town Manager. **No motion was made at this time.**

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

No items for future agenda items were discussed at this time.

Archibald made a motion to adjourn. Parker seconded. Open Session adjourned at 9:33pm.