



**Town of West Newbury
Select Board
Monday, August 22, 2022 @ 7:00pm**
381 Main Street, Town Office Building
www.wnewbury.org
Open Session Meeting Minutes

Open Session: *Open Session was called to order at 7:04pm 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*
Amy Wilson, *Director of the Apple Harvest Road Race*
Dan McNamara & Kevin Stacey, *Invasive plant interns*
Brad Buschur, *Parks & Rec Commission*
Michelle Greene, *Conservation Agent*
Nancy Pau, *Climate Change & Resiliency Committee*

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; instructions below.
- 2022 Summer Bandstand Concert Schedule – Final Concert of the season this Thursday Aug. 25th, at 6:30pm
- Fall Special Town Meeting set for Monday, October 24th at 7pm in the Annex. Any/all proposed warrant articles must be received in the Town Manager's or Town Clerks' office no later than Thursday, August 25th.
- Call for volunteers! Open positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- Reminder to subscribe for emailed Town agendas/news/announcements at www.wnewbury.org/subscribe

Regular Business

A. One Day Liquor License; Apple Harvest Road Race – October 23, 2022

Amy Wilson, one of the three directors running the event, appeared before the Select Board (see exhibit A page 5 for details). Wilson stated the last time the event was held in person, alcohol was served in the Annex with dinner, as well as, during the race in a roped off area outside. The planned vendor, Newburyport Brewing Company, had informed Wilson they would have 1-2 TIPS certified servers and would add a \$1,000,000 insurance policy to the \$2,000,000 insurance policy acquired by the PTO. The Select Board requested the Town to be listed as additionally insured as the event would take place on town owned property.

The Select Board and Wilson continued to discuss the conditions for the one-day liquor license; including a roped off area for the sale and consumption of alcohol, who would be cleaning the area, and if the Town or the event organizers would be responsible for the trash removal after the event. The Select Board decided to continue the one-day liquor license and the special event permit until the following meeting as there were outstanding questions surrounding the applications. The Select Board requested an amendment to the application to include "21+" to the description, to provide copies of the insurance policies as discussed, and confirmation from Parks & Rec Commission that the space was available for the event. **No motion was made at this time.**

B. Requests for Special Event Permits:

a. Apple Harvest Road Race – October 23, 2022

See item A for details (see exhibit Ba pages 6-11 for details). **No motion was made at this time.**

b. Myopia Hunt Club "fox hunt" – Oct. 1, Oct. 25 and Nov. 22, 2022

It was stated that Chief Dwyer had no objections to the events proposed (see exhibit Bb pages 12-23 for details). **Archibald made a motion to approve the Myopia Hunt Club "fox hunt" events on October 1, October 25, and November 22, 2022. Parker seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0).**

C. Presentation of Invasive Species summer internship work

Dan McNamara & Kevin Stacey appeared before the Select Board and presented the invasive plant mapping on Town owned property completed throughout the summer (see exhibit C pages 24-38 for details). The Select Board, McNamara, and Stacey discussed targeted areas that would benefit from further invasive plant removal. Brad Buschur appeared before the Select Board and discussed how expanding the areas and gaining more interns for removal could have a positive impact on town owned land. Michelle Greene, Conservation Agent, stated the internship could be carried forward the following year but would require the same amount of training and oversight to be completed. **No motion was made at this time.**

D. Consider designation of community liaison to Merrimack Valley Planning Council (MVPC) Transportation Program (for purposes of Safe Streets & Roads for All Users "SS4A" grant)

Jennings stated the action requested was for the town to enter into a MOU with MVPC to participate in a comprehensive regional study regarding intersections/locations with a history of accidents or fatalities (see exhibit D pages 39-46 for details). Jennings recommended entering into this agreement and to designate the DPW Director, or the director's designee, as the liaison. **Reed made a motion to enter into MOU for the SS4A grant and to**

appoint DPW Director, or the director's designee, as the liaison. Parker seconded. Motion unanimously passed (Yes 2, No 0, Abstain 1).

E. Discussion of MBTA Communities Final Guidelines issued by Mass. DHCD on Aug. 10, 2022

Archibald stated the required guidelines for West Newbury were significantly reduced to 87 units of housing (see exhibit E pages 47-77 for details). The Select Board and Jennings discussed whether the town should wait to see if the One-Stop Grant application was approved or if the town should seek technical assistance from the MBTA. Jennings discussed the vacancy of the town planner position and the amount of time required to complete the action plan by the January deadline. The Select Board and Jennings discussed how it would be impossible to gain approval from the voters before the January deadline and an extension would need to be requested. **No motion was made at this time.**

F. Proposed work scope for potential Spring 2023 MVP Action Grant application for a River Road flood risk vulnerability study; discussion of potential Fall Special Town Meeting article for matching funds

Parker stated the study would determine the risk of flooding from the Merrimack River and upland that could undermine the integrity of River Road. Parker discussed the proposal from GEI consultants, the Municipal Vulnerability Preparedness Action Grant Program, and the 25% match of funds from the town required to complete the proposal in its entirety (see exhibit F pages 78-87 for details). Nancy Pau appeared before the Select Board and discussed Jeff Wilson's expression of interest to assist the town throughout the study. Parker stated the Climate Change & Resiliency Committee estimated the town would need to contribute \$40,000-50,000 and an article would need to be included on the Special Town Meeting warrant. Parker stated the grant application would not be submitted until March/April 2023 but the funds would need to be allocated before the submission of the grant. **No motion was made at this time.**

G. Review of project management plan for proposed Whetstone Greenway project

Jennings stated the notice of intent was ready to be signed and requested clarification on who would represent the project through the permit process as the applicant. Reed stated the Open Space Committee wished to primarily focus on the All-Access Trail at Mill Pond and did not feel an additional project could be overseen by the committee. Reed suggested a group of the abutters could bring the project forward as the applicant. The Select Board discussed the responsibilities of the representative/applicant as attending meetings with the consultant and completing site walks. Jennings stated the determination of who the representative/applicant would be was important due to the series of events that would start upon submission of the letter of intent. It was decided to determine if the abutters would be favorable to acting as the representative/applicant and to request a letter of agreement from them before submission of the letter of intent. **No motion was made at this time.**

H. Updates regarding Rocks Village Bridge

Archibald stated the Massachusetts Historical Commission and the Rocks Village Historical Commission had 30 days to provide comment to MassDOT on the repairs and any proposed over height truck prevention system (see exhibit H pages 88-96 for details). The Select Board expressed hope that the completion of the repairs was not delayed. **No motion was made at this time.**

I. Meeting minutes: July 25, 2022 and Feb 28, 2022

It was decided to table the approval of meeting minutes until the following meeting (see exhibit pages 97-105 for details). Clerical errors were addressed for correction. **No motion was made at this time.**

Town Manager Updates

J. Update from recent kick-off meeting of Affordable Housing Trust

Jennings stated the Attorney General had not formally approved of the Town Bylaw but the Affordable Housing Trust had held their first meeting. Reed, the appointed chair of the Trust, stated the first task was to develop an action plan and the group had reviewed plans developed by other communities. The next meeting of the Affordable Housing Trust was scheduled for September 7, 2022. **No motion was made at this time.**

K. Update re Page School feasibility/structural study and review of next steps

Jennings briefly discussed creating a draft charge for the Page School working group. Jennings stated the structure of the study would be discussed at a meeting with the Page School principal that was scheduled for the following to week. **No motion was made at this time.**

L. Updated guidance from U.S. Treasury regarding use of ARPA funds

The Select Board and Jennings discussed updated guidance concerning the use of ARPA funds and the eligibility of water projects (see exhibit L pages 106- 113 for details). **No motion was made at this time.**

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

The Select Board briefly discussed CPC articles that would be submitted for the Town Meeting warrant.

Archibald made a motion to adjourn. Parker seconded. Motion unanimously passed (Yes 3, No 0, Abstain 0). Open Session adjourned at 9:37pm.