



Town of West Newbury Select Board

Thursday, September 1, 2022 @ 7:00pm

381 Main Street, Town Office Building

www.wnewbury.org

Open Session Meeting Minutes

Open Session: Chairperson Archibald called open session to order at 7:09pm.

Attendance and Participation at the Meeting:

David Archibald, Richard Parker, and Wendy Reed *Select Board Members*

Angus Jennings, *Town Manager*

James Blatchford, *Town Clerk*

Victoria Beaumier

Christine Marshall, *Council on Aging Director*

Amy Jean

Elisa Grammer

Ann Bardeen

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.
- Primary Election: Tuesday, September 6, 2022 (7am to 8pm) at the Annex
- Last day for Early Voting: Friday, September 2 (9am to 4pm) at the Annex
- Council on Aging / SAGE Center Newsletter available online! (See pages 2-9 for details)
- 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. Proclamation: September is Childhood Cancer Awareness Month

Archibald stated the town was requested to recognize September as Childhood Cancer Awareness month (see exhibit A pages 10-12 for details). **Archibald made a motion to declare September Childhood Cancer Awareness month. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

B. Application of Victoria Beaumier to serve on Council on Aging

Victoria Beaumier appeared before the Select Board in person for this application (see exhibit B page 13 for details). Beaumier, a resident of West Newbury since November, discussed her background and stated active participation in the activities offered through the Council on Aging. Christine Marshall, Director of the Council on Aging, stated that Beaumier had been volunteering in the COA. **Reed made a motion to appoint Victoria Beaumier to the Council on Aging through June 30, 2023. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

C. Request for Special Event Permit (cont'd) – Apple Harvest Road Race – October 23, 2022

Jennings informed the Select Board a vote was needed for the Special Event Permit and the One-Day liquor license. Jennings informed the Select Board the responses to the questions asked of the applicants at the last meeting were provided in the packet (see exhibit C pages 15-22 for details). Amy Wilson appeared before the Select Board virtually. Wilson informed the Select Board that the alcohol vendor was required to open the purchased canned drinks before serving them to the customers. It was stated that all drinks would be served in the cans to reduce the amount of waste and the town would be providing additional trash and recycling bins for the event. **Parker made a motion to approve the Special Event Permit for the Apple Harvest Road Race on October 23, 2022. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

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Parker made a motion to approve the One-Day Liquor license (wine & malt only) for the Apple Harvest Road Race on October 23, 2022, with the stipulations that the purchase and consumption of alcohol was to take place in a roped off area for adults 21yrs or older, ID checks would be performed by the servers, and the alcohol purchased would be served in the cans. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

D. Updates regarding Rocks Village Bridge incl. review of MassDOT correspondence

Jennings stated the MassDOT contractors began mobilization to commence the permanent repairs of the bridge the day prior (see exhibit D pages 23-49 for details) and the projected completion date was not currently available. Conceptual designs for warning signs on the main roads surrounding the bridge had been received shortly before the meeting. Jennings suggested to discuss the conceptual design for the warning signs at the September 12, 2022 Select Board meeting in order for the Select Board to review the proposal. The Select Board agreed that the community would also have enough time to review the design and provide feedback by that time. Jennings stated Wayne Amaral, DPW Director, would be invited to the meeting to participate in the discussion.

Ann Bardeen, Planning Board Chairperson, appeared before the Select Board virtually. Bardeen discussed concerns surrounding drivers not knowing the height of the vehicle driven and potentially not reading the signage at all. Bardeen suggested the signage to be moved closer to the bridge. The Select Board briefly discussed the effect off the signs on the character of the town and the importance of the bridge repairs to be completed without delay. **No motion was made at this time.**

E. Vote to close Warrant for fall Special Town Meeting

Parker discussed the application submitted by the town, that was not awarded, for the Green Communities grant. Parker stated the matching funds for the grant would need to be available if the town wished to reapply this fall. The Select Board discussed if the previously proposed money match was not attractive enough for the state and if an increase would offer better chances of being approved. Jennings suggested adding a placeholder article for this item and to determine the amount that would be requested by the following meeting. **Parker made a motion to include a placeholder for additional matching funds for the Green Communities Grant for HVAC Controls upgrade for a portion of the Town Office building. Reed seconded. Motion unanimously passed (3 yes, 0 No, 0 Abstain).**

Parker made a motion to close the warrant. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

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

G. Updates regarding Soldiers & Sailors Memorial Building; discussion of administration of potential Historical Preservation Restriction

Jennings informed the Select Board that approval from the Zoning Board of Appeals was required due to the non-conforming lot and building (see exhibit G pages 50-69 for details). Jennings stated the town would need to give notice to the Mass Historic Commission due to the building being registered as a historic building. The Mass Historic Commission would then have 30 days to provide comment in an advisory role. Elisa Grammer appeared before the Select Board remotely. The Select Board, Jennings, and Grammer discussed the historic preservation, which entity would be the holder, and who would monitor that the terms had been met. Grammer stated the Historic Commission did not have the resources or budget to inspect and enforce the historic preservation guidelines. Conversation continued surrounding the need for the historic preservation once disposition to a third party was reached, and the agreement would be part of the terms of lease or sale. Jennings stated if the property were to go under lease, the Select Board could not be the holder of the historic preservation. If the property were to be sold, the Select Board could potentially be the holder of the historic preservation. **No motion was made at this time.**

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H. Review/approve charge for Page School Structural/Feasibility Study Working Group

Jennings presented the Page School Structural/Feasibility Study Working Group draft that listed the objective, charge, and member composition of the group (see exhibit H page 70-77 for details). Jennings and the Select Board discussed the proposed composition of the group and set end of the calendar year as the deadline for the group to complete the objective listed. The Select Board designated Parker as the Select Board representative. **Parker made a motion to adopt the draft Page School/Feasibility Study working Group with the substitution of 2 residents instead of the specific names listed. The presentation of the findings to be presented before the Select Board no later than December 5, 2022.** The Select Board decided a comprehensive list of every item in need of repair should be created. Jennings stated he would attend the meetings to ensure background information was available to the group and community. **Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

Item F was taken at this time.

F. Review of requests for Warrant Articles for fall Special Town Meeting, and determination of which Articles to include on Special Town Meeting Warrant

The Select Board reviewed the potential Warrant Articles (see supplemental packet pages 1-105 for details).

1. Affordable Housing Trust- Funds Transfer

The Select Board discussed this article and confirmed that future funds would be deposited into the Trust. **Archibald made a motion to recommend the funds transfer to the affordable housing trust. Parker seconded. Motion unanimously passed (3 yes, 0 No, 0 Abstain).**

2. Assessing-CAMA Software

Jennings stated the article was a request for new software for Assessors Office. The Select Board requested to invite the Assessor to the following meeting and wished to see additional back-up information for this article. **No motion made at this time.**

3. Conservation Outreach Mailing (re proposed wetland bylaw)

The cost estimate was discussed and Blatchford stated the estimate was based off town wide mailings that had been completed by the Clerk's Office. Reed questioned if this was correct way to get input from the community and if funding was necessary. The Select Board requested to invite a representative from the Conservation Commission to the following meeting. **No motion made at this time.**

4. CPC- Re-vote Historical Property Survey, Phase 3

The Select Board discussed the lapse of the sunset date. The Select Board noted that due to the state grant being a reimbursement grant, the language within the article would need to be adjusted to reflect the total amount needed. **Reed made a motion to recommend this article on the warrant. Parker seconded. Motion unanimously passed (3 yes, 0 No, 0 Abstain).**

5. CPC- Almshouse Cemetery

The Select Board discussed the ground penetrating radar needed to locate graves in order to mark them and whether this article could be funded through Free Cash. **Parker made a motion to recommend the article on the warrant. Archibald seconded. Motion unanimously passed (3 yes, 0 No, 0 Abstain).**

6. CPC- River Access

It was stated that this item was before the CPC and a decision had not been made as of yet. The Select Board discussed whether this item should be revisited in the Spring. It was decided to keep this item on the Warrant. **No motion made at this time.**

7. CPC Bylaw Amendment

The Select Board discussed the proposed amendment to remove the at-large member and to include a member from the Open Space Committee. **Parker made a motion to recommend this article on the warrant. Reed seconded. Motion passed (2 Yes, 0 No, 1 Abstain).**

8. Free Cash Transfer to Offset FY23 Tax Rate

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Jennings stated there currently was not an estimated tax rate, but more information would be provided at the September 12, 2022 meeting. **No motion made at this time.**

9. Invasive Species Internship

The Select Board discussed if the interns would be required to complete more mapping or if the focus should shift to targeted areas for removal. Archibald suggested the possibility of conducting a controlled experiment with different techniques of invasive vegetation irradiation. **No motion was made at this time.**

10. Municipal Energy Aggregation

Parker stated help was received from the Green Energy Consumer Alliance. Elisa Grammer stated a town vote was required in order for the town to research the different options of energy supply. **Reed made a motion to recommend this article on the warrant. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

11. MVP Grant Matching Funds

Parker stated the application would not be submitted until late winter, but the funds would need to be available at the point of submission. **Reed made a motion to recommend this article on the warrant. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

12. Page School Elevator Repairs

Archibald suggested this item could be completed through the Reserve Fund. Parker, Reed, and Jennings agreed. **This item was removed from the warrant.**

13. Park & Rec Budget Amendment(s)

This item was kept on warrant. **No motion was made at this time.**

14. Safe Routes to School Grant Application

Jennings stated the submission of the \$1 million dollar grant application would take place in the Fall, and technical assistance would be required to complete the application quickly and correctly. The quote to complete the application through TEC was \$6500. **Archibald made a motion to recommend this article on the warrant. Parker seconded. Motion passed (3 Yes, 0 No, 0 Abstain).**

15. Supplemental FY23 Education Funding

Jennings stated this article was included in the event the enrollment for Essex Agricultural or Whittier Tech was higher than originally budgeted for. The official enrollment numbers would be available October 1, 2022. **No motion was made at this time.**

16. Tree Committee- Page School Trees

Fred Chanania, Chairperson of the Tree Committee, was invited to attend the following meeting to discuss this article. **No motion was made at this time.**

17. Zoning Amendment re Soldiers & Sailors Building

Ann Bardeen stated the Planning Board would discuss this item and a Public Hearing if found favorable. The Select Board and Bardeen discussed that a zoning amendment would trigger approval from the Zoning board of Appeals. **No motion was made at this time.**

18. Election Costs

Blatchford stated the additional week of early voting for general election and weekend voting had not been included in the election budget for FY23. Blatchford stated the state would be reimbursing the election costs, but it appeared the budget would run approximately \$1000 short. Jennings recommended to keep this item on the warrant until the following meeting when a firm estimate could be provided. **No motion was made at this time.**

The Green Community Energy Grant

This placeholder was left on the warrant as further information was required. **No motion was made at this time.**

I. Recap of recent meeting with Groveland, Merrimac designees re Pentucket regional agreement; discussion of next steps

Archibald gave a brief overview of the meeting concerning the Pentucket Regional Agreement (see exhibit I page 78-90 for details). Archibald stated better communication between the Select Boards, School Committees, and Finance Committees was needed. The Select Board discussed the possibility of a joint

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meeting between the districts to save time and deliver the same message to everyone at the same time. **No motion was made at this time.**

J. Vote to accept deed for Sullivans Court Extension street acceptance

See exhibit J page 91-103 for details. **Parker made a motion to accept the deed for Sullivans Court Extension street acceptance. Reed seconded. Motion unanimously passed (3 yes, 0 No, 0 Abstain).**

K. Meeting minutes: August 8, 2022; July 25, 2022; February 28, 2022

Parker requested a clarification edit to be made within the August 8th minutes (see exhibit K page 104-116 for details). **Parker made a motion to approve the August 8th minutes with the noted correct. Reed seconded. Motion unanimously passed (3 yes, 0 No, 0 Abstain).**

Archibald made a motion to approve the July 25, 2022 and February 28, 2022 minutes. Reed seconded. Motion unanimously passed (3 yes, 0 No, 0 Abstain).

Town Manager Updates

L. Staffing updates: Planning; Water; DPW

Jennings stated the town had received multiple applications for the Town Planner position and they were closer to filling the open and anticipated Water Department positions (see exhibit N page 117-119 for details). Jennings reported that the DPW project and programs manager had been hired. **No motion was made at this time.**

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

Jennings updated the Select Board on the Zoom meeting that had taken place with the Collins Center. Jennings stated that the Collins Center agreed with the critiques that were discussed and they would be revising the wage and classification study final products by the end of the month. **No motion was made at this time.**

N. Enforcement of statutory authorization to impose bounced check fees

Jennings stated the Treasurer had brought to attention the MGL authorization for municipalities to charge a bounced check fee. The Select Board discussed how to inform the public of the change in policy. It was decided to place a notice on all town bills going forward to inform residents of the bounced check fee. **Archibald made a motion to approve the institution of a bounced check fee as drafted. Reed seconded. Motion unanimously passed (3 yes, 0 No, 0 Abstain).**

O. Recap of recent meeting with Page School Principal regarding Safe Routes to Schools projects

Jennings informed the Select Board that the meeting with the Emily Puteri, Principal of Page School, went well. Puteri agreed that the Safe Routes for School Grant should be utilized for the large project proposed by the Select Board. Jennings stated that Puteri would work with the DPW to complete the restriping in the parking lot.

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

Jennings stated the Finance Committee booklet for Town Meeting would need to be completed by October 5, 2022 as the Town Meeting was scheduled for October 24, 2022.

The Select Board discussed holding a joint meeting with the Finance Committee, Town Counsel, and the Town Moderator to review the Town Meeting motions. Future Select Board meeting dates of October 3rd, October 17th, November 7th, and November 21st would be discussed at the following Select Board meeting.

Parker made a motion to adjourn. Reed seconded. Motion unanimously passed (3 yes, 0 No, 0 Abstain). Open session ended at 11:08pm