



**Town of West Newbury
Select Board
Monday, October 3, 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 7:14pm 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*

Judy Mizner, *Conservation Commission*

Elisa Grammer, *Historic Commission*

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.
- Planning Board public hearing regarding proposed Zoning Amendment: Tuesday, Oct. 4, 2022 at 7pm (via Zoom). See page 2 for details.
- Inaugural Tree Trail Walk, Mill Pond area, Saturday, October 8, 2022 from 10:30am-noon (See pages 9-10 for details)
- Special Town Meeting: Monday, October 24, 2022 at 7pm in the Annex
- 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. Request for reappointment of Judy Mizner to Conservation Commission

Jennings explained that Mizner's term had ended June 30, 2022 and the term end date had been realized upon the appointment of the newest member of the Conservation Committee (see exhibit A page 11 for details).

Parker made a motion to reappoint Judy Mizner to the Conservation Commission until June 30, 2023.

Reed seconded. Parker stated of the four appointed members, two of the member's terms would end in 2025 one would end in 2024, and Mizner's term would end in 2023. **Motion passed (2 Yes, 1 No, 0 Abstain).**

It was decided to take Item F out of order at this time

F. Process/ timeline for Soldiers & Sailors procurement process

Elisa Grammer appeared before the Select Board in-person. Jennings stated the Historic Commission has asked if the town could require a prospective bidder to implement the design plans the town had sent out for bid (see exhibit F pages 55-69 for details). Jennings stated the town was advised that the plans could be offered as a helpful aid for the perspective bidder, but cautioned against anything beyond this as there would not be a warranty on the design work and the town could be held liable if an error in the design was found. The Select Board discussed the historic preservation restriction and discussed how accurate the sample of the restriction included in the procurement agreement would be. Jennings stated Lynne Spencer would provide a draft for the October 17th meeting, but cautioned the Massachusetts Historical Commission would be firm on what restrictions would be required. **No motion was made at this time.**

B. Updates regarding Rocks Village Bridge, including recent meeting with MassDOT re proposed signage

Reed confirmed pavement striping had been completed the previous night on Bridge Street and River Road (see exhibit B pages 12-34 for details). The Select Board members discussed the size of the pavement lettering and whether damage could occur from plow trucks removing snow in the winter. Jennings stated DPW Director, Wayne Amaral, would meet MassDOT officials on site to review the placement locations for the signage. After discussion, the Select Board decided one of the Select Board members should attend the on-site visit with Amaral and MassDOT. The Select Board discussed the proposed placement of the crash-bar signage at Ferry Street and preference to move the crash-bar closer to the bridge near River Road. Jennings stated the signage would not be installed immediately as testing to secure the crash-bar would need to take place before the installation. After further discussion, Jennings stated communication would be sent to MassDOT regarding the Select Board preference to move the location of the crash-bar sign to between River Road and the bridge. **No motion was made at this time.**

C. Review of Finance Committee recommendations regarding proposed Special Town Meeting articles

Item C and Item D were taken at the same time (see exhibit C pages 35-38 for details).

D. Review/approval of Fall Special Town Meeting Warrant for signatures and posting

The Select Board reviewed the recommendations proposed by the Finance Committee and reviewed the Fall Special Town Meeting Warrant (see exhibit D page 39-41 for details). Jennings noted a typo in the location listed on the Town Warrant and stated the location was correctly listed in the Finance Committee booklet. **Parker made a motion to approve the warrant as revised. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

E. Process/timeline for Board review of Pentucket Regional Agreement

Archibald stated members of the communities from West Newbury, Merrimac, and Groveland had met to review the Pentucket Regional Agreement (see exhibit E pages 42-54 for details). At the meeting, the members in attendance discussed the benefit of greater communication between the towns, as well as, starting discussions earlier in the year should an item require approval through a Town Meeting. Archibald stated the group did not believe large changes to the agreement were required at this time, but some smaller changes could be made that would not go into effect until July 1, 2023.

The Select Board discussed Section 8 of the agreement, the definition of a capital project within the document, and the status of the 5-year capital plan. Conversation continued and it was decided a year-end date should be added into the agreement. Jennings stated the district did not currently have a 5-year capital plan but the town was currently working on their own. Jennings and the Select Board discussed how the increase in energy costs and insurance increase for the new school building could affect the school budget. If the budget was to be increased, each town would need to know by the end of the calendar year. Jennings stated the Finance Committee had not placed this item on the agenda as the focus had been on Town Meeting. **No motion was made at this time.**

G. Overview of current/pending/potential project/initiative list; discussion of Board priorities

The Select Board reviewed the initiative list Jennings prepared. Jennings discussed housekeeping items between the Town Manger Act and the current bylaws that would need to be cleaned up, as well as updating language from "Board of Selectmen" to the "Select Board". Archibald suggested the Select Board members review the list further and propose a list of ten or so items to prioritize. The Select Board discussed the town website and potential ways to update the site to become more dynamic while providing more information to the residents. **No motion was made at this time.**

H. Meeting minutes: September 12, 2022

Open Session Meeting November 7, 2022

Posted Agenda on 9/29/2022 at the Town Offices and the Town's Official Website www.wnewbury.org

(See exhibit H pages 70-74 for details). **Archibald made a motion to approve the September 12, 2022 meeting minutes as written. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

Town Manager Updates

I. MOU with MVPC for updates to Housing Production Plan

Jennings stated Chairperson of the Planning Board was comfortable with Jennings signing the MOU in the absence of a Town Planner (see exhibit I pages 75-85 for details) and a formal acknowledgement of interest would be submitted that week. Jennings stated the Affordable Housing Trust would take an active role in this as the MVPC would do the preliminary work in terms of the housing plan. Jennings explained that a housing production plan was needed in order to secure safe harbor protection. Reed stated that a town employee may need to attend the MVPC meeting if it was held during the day as the members of the Trust have jobs. **No motion was made at this time.**

J. Update regarding Wage/Classification Study

Jennings stated some work was still to be completed but planned to distribute the job descriptions to the department heads around October 17th and hoped to receive feedback by November 1st. Jennings stated any wage adjustments identified would be brought forward no later than December 5th. **No motion was made at this time.**

K. Newly adopted Council on Aging Policies & Procedures

Jennings updated the Select Board that the Council on Aging had adopted formal policies and procedures (see exhibit K pages 86-96 for details). **No motion was made at this time.**

L. Cable Advisory Committee update

Jennings informed the Select Board that the Advisory Committee had met on Thursday and the request of PEG funds by Wild and Native had been approved (see exhibit L pages 97-101 for details). Jennings stated the Advisory Committee was favorable of the proposed process for consideration regarding requests for use of PEG Funds. The Select Board discussed the possibility of creating informational videos on ongoing projects within the town. **No motion was made at this time.**

M. MS4 (stormwater management) Year 4 Annual Report submitted to EPA and MassDEP

Jennings stated the annual report had been submitted to the EPA and MassDEP (see exhibit M page 102 for details). Jennings stated a lot had been accomplished in the past year but the town would need to look toward how Home Owner Associations on a private level could acquire training needed to provide long-term maintenance to these systems.

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

**Motion to adjourn parker- Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).
Open session adjourned at 9:40pm.**