



**Town of West Newbury
Select Board
Tuesday, May 9, 2023 at 5:30pm
381 Main Street, Town Office Building
www.wnewbury.org
Meeting Minutes**

Open Session: The open session was called to order at 7:07pm by Chairman Parker.

Participation at the meeting:

- Richard Parker, Wendy Reed, Chris Wile- Select Board Members
- Angus Jennings- Town Manager
- Michelle Greene- Conservation Agent, appearing remotely
- Mike Mansir- Network Administrator, C-10 Research and Education Foundation Inc.
- Pat Skibbee- West Newbury resident, President of C-10 Board
- Jack Rau and family- Eagle Scout

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and the internet. Meeting also accessible by remote participation; see Agenda.
- Memorial Day Parade-- Monday, May 29th at 10:30am, followed by ceremony outside G.A.R. Memorial Library.
- Municipal Vulnerability Preparedness (MVP) Action Grant application submitted.
- Call for volunteers! FY24 positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- The passing of Dot Cavanaugh
- Reminder to subscribe for emailed Town agendas/news/announcements at www.wnewbury.org/subscribe

Regular Business

A. Select Board reorganization and election of officers

(See Exhibit A, p. 4). **Parker motioned to elect Reed as Chair of the Select Board. Wile seconded the motion. The motion passed (2 Yes, 0 No, with Reed abstaining). Wile motioned to elect Parker as Vice Chair of the Select Board. Reed seconded. The motion passed (2 Yes, 0 No, with Parker abstaining). Parker motioned to elect Wile as Clerk of the Select Board. Reed seconded. The motion passed unanimously (3 Yes, 0 No, 0 Abstain).** The Board agreed to delay assigning themselves to various Committees, Commissions, and Boards to an unspecified later date.

B. Request for permission to undertake Eagle Scout trail maintenance project (cont'd)

(See Exhibit B, p. 5-9). Continued discussion of Eagle Scout Jack Rau's trail maintenance project at the Riverbend Conservation Area focusing on standardization, repair, and repainting of trail markers which Rau explained would be completed by summer 2023, with Parker inquiring about the creation of more trail maps. Michelle Greene stated that various stakeholders in the community have been discussing enhanced uniform trail signage across the Town. **Reed made a motion to approve the project under supervision of the Conservation Agent. Parker seconded. The motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

C. Requests for Special Event Permits

a. "Fox Hunts" – May 23rd and May 30th from 10am-noon – Myopia Hunt Club

(See Exhibit Ca, p. 10-17). The Board and Town Manager confirmed the logistics of the event. Parker stated he would like the Hunt Club to submit maps including more information about the Club's route. **Parker moved that the permit be approved but on the condition that a more complete route map and certificates of insurance be submitted with future applications. Wile seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

b. Charity Bike Ride raising funds for ALS research – June 25th at 8:30am to noon – ALS Therapy Development Institute.

(See Exhibit Cb, p.18-26). Wile asked about the need for a police detail and its size, since the Police Chief had recommended a single officer be on duty. He also questioned whether the Therapy Development Institute would need to get state approval to use a state road (Rte. 113). His final question related to whether the insurance certificate was typical of what the Town required. **No motion was made at this time.**

Item G was taken out of order at this time. See item G below for details.

D. Discussion of Select Board operations and logistics

Town Manager Jennings used this item to discuss operating procedures and workflows for the benefit of new Select Board members, particularly with regard to restructuring the dissemination of information to the public. **No motion was made at this time.**

E. Discussion of process for Board/Commission/Committee member reappointments for FY24

(See Exhibit E, p. 27-28). The Board discussed the need to formally establish charges and compositions for Boards/Commissions/Committees. The need to stagger appointment scheduling was brought up by Wile, especially for larger committees. **No motion was made at this time.**

F. Confirm participants on Page School Study, consultant selection advisory group

(See Exhibit F, p. 30-31). The Select Board discussed potential candidates to serve on the consultant selection advisory group. Parker reaffirmed his interest and participation in the advisory group going forward. Elisa Grammer and Nate Kelly were floated as potential Town resident members of the group, and the Select Board and Town Manager decided to add the Building Inspector as well. **No motion was made at this time.**

G. Request for permission to modify electric power source for existing roof-mounted monitoring equipment at Page School – C-10 Research & Education Foundation, Inc.

(See Exhibit G, p. 29-38). Mike Mansir's presentation on the C-10 Research and Education Foundation's project to mount radiological monitoring equipment on the School, which Mansir stated would not require a building permit for installation, and could be done discreetly with no visual impact. Parker asked if the data generated by the equipment would be publicly viewable, and Mansir said that it would be available if the Town requested it. Jennings stated that the Page School Principal approved of the project, but the School Board would need to also approve it. **Parker motioned the Select Board approve the project. The motion unanimously passed. (Yes 3, No 0, Abstain 0).**

H. Consideration of appointment of temporary Chief Procurement Officer

(See Exhibit H, p. 39-41). **Select Board Member Parker moved to appoint Town Manager Jennings as the Temporary Chief Procurement Officer. Reed seconded. The motion passed unanimously (3 Yes, 0 No, 0 Abstain).**

I. Review of letter from Board of Water Commissioners dated April 24, 2023; review dates for joint Select Board/BOWC mtg

(See Exhibit I, p. 42-48). Reed brought up concerns of the Water Commissioners. Subsequent discussion leads to the Board stating their intention to have a late-May meeting with the Board of Water Commissioners to improve communication between the two entities and establish common goals. **No motion was made at this time.**

J. Consideration of proposal to join National Rural Water Association PFAS Contamination lawsuit (cont'd)

(See Exhibit J, p. 49-58). Town Manager Jennings stated that local response to joining the lawsuit was not robust though he affirmed the Board of Water Commissioners' interest. Parker stated that it would be in the Town's best interest to continue to pursue joining on the advice of the Town Counsel. Wile asked about whether the Board of Water Commissioners would need to be involved in the lawsuit, and Jennings stated

that the Select Board would be solely responsible for managing West Newbury's role in the suit. **Motion will be delayed until future meeting.**

K. Debrief/follow-up from Annual and Special Town Meetings on April 24, 2023

(See Exhibit K, p.59-70). Reed stated that she felt there was still confusion regarding who would read Motions at Town Meeting and urged clarification of the process. Wile suggested that reading of the Motions could default to the Select Board if necessary. Additionally, Reed stated that she received resident feedback that check-in took too long. The Town Manager and Select Board discussed the need to take on or delegate Town Meeting-adopted mandates to establish a procurement and other policies. **No motion was made at this time.**

L. Review/confirmation of financing schedule for Bond Anticipation Notes (BANs)

(See Exhibit L, p. 71-72). Town Manager Jennings alerted the Board that the reissue of BANS will take place June 26th, 2023 and to communicate this information as necessary. **No motion was made at this time.**

M. Review/confirm dates for upcoming Select Board meetings

(See Exhibit M, p. 73). The Select Board confirmed and agreed to upcoming Board meeting dates. **No motion was made at this time.**

N. Meeting minutes: January 30, 2023

(See Exhibit N, p. 74-76). Clerical errors were noted for correction. **Reed motioned to accept the meeting minutes. Parker seconded. The motion unanimously passed. (Yes 3, No 0, Abstain 0).**

Town Manager Updates

O. Update/next steps re DPW Director search process

The Town Manager informed the Committee that nine applications were received and five interviews had been conducted, with a list of second round interviews forthcoming. **No motion was made at this time.**

P. Various project updates:

(See Exhibit P, p. 77-79; Exhibit Pa, p. 80-98; Exhibit Pe, p. 99-103; Exhibit Pf and Pg, p. 104-106; Exhibit Ph, p.107-109, Exhibit Pi p. 110-114; Pj p. 115-117; Pk.118). The Select Board and Town Manager had discussion on the following items:

- a) **Middle/High School MassDEP site visit:** Jennings stated the DEP representative was heartened to see the amount of documentation and serious discussion by contractors of the issue
- b) **Paving Contracts and WRAP Funding:** Wile asked about the status of the WRAP funding. Jennings responded that the funding was acquired as part of a regional fund, and that the Town would need to submit individual, Town-based contract to eventually utilize the funds.
- c) **Middle St. Bridge:** Town Manager Jennings stated that an extension of the current MassWorks Grant should be pursued and the Town should apply for a new one. Jennings stated that Town Planner Sue Brown is handling the application. Jennings outlined difficulties faced by the Town with respect to grant management without a DPW Director.
- d) **Beavers:** Wile inquired about what beaver mitigation projects were being undertaken. Jennings stated this agenda item was in specific reference to beaver activity across from the High School, as well as the site visit of a consultant to address the issue.
- e) **Town Hall painting bids received:** Reed confirmed with the Town Manager that CPA funds would be available even after the sunseting if a contract had been signed.

Q. Grants under active management.

(See Exhibit Q, p. 119-120). Town Manager Jennings stated that the Town is working on a master spreadsheet for grant-related dates and information as a ready reference. **No motion was made at this time.**

R. Town Planner report

(See Exhibit R, p. 121-122). **No motion was made at this time.**

S. Updates on other ongoing/active projects/initiatives
(See Exhibit S, p. 123-129). **No motion was made at this time.**

T. Follow up meeting assignment; placing items for future agendas
No motion was made at this time.

Parker motioned to adjourn. Wile seconded. Motion unanimously passed (3 Yes, 0, No, 0 Abstain). Session adjourned 10pm.

To view a recording of the meeting, see the link below:
<https://www.youtube.com/watch?v=I2g9Wnv-nuY>