



**Town of West Newbury  
Select Board  
Monday, April 10, 2023 at 7:00pm  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)  
Meeting Minutes**

**Open Session:** The open session was called to order at 7:06pm by Chairman Archibald.

**Participation at the Meeting:**

- David Archibald, Richard Parker, Wendy Reed- Select Board
- James Blatchford- Town Clerk
- Sue Brown- Town Planner
- Walt Burmeister, Ross Capolupo, Daniel Innes, Rob Phillips, Jim Spelakis, Chris Wile- Finance Committee
- Elisa Grammer- Historic Commission
- Michael McCarron- Former Town Clerk

**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
- Earth Day 2023: Town-Wide Roadside Cleanup! Saturday, April 22<sup>nd</sup>. Pick up supplies at Town Offices, Library, or Food Mart. Details on Town website. Thank you!
- Annual & Special Town Meeting: Monday, April 24, 2023 at 7pm
- Pre-Town Meeting Q&A Forum: Lunch & Learn at the SAGE Center. Thursday, April 13<sup>th</sup> from 11:30am-1pm
- Pre-Town Meeting Informational Meeting: in-person (Town Offices) and online. Thursday, April 13<sup>th</sup> at 6pm
- Town Election Monday, May 1<sup>st</sup>. Polls open 7am to 8pm
- Recent extension of Massachusetts enabling legislation allowing virtual and "hybrid" public meetings
- Call for volunteers! Open positions on Boards/Commissions/Committees. See [www.wnewbury.org/volunteer](http://www.wnewbury.org/volunteer)
- Reminder to subscribe for emailed Town agendas/news/announcements at [www.wnewbury.org/subscribe](http://www.wnewbury.org/subscribe)

**Regular Business:**

- A. Consideration of reappointments/appointments to the Board of Fire Engineers**  
(See Exhibit A, p. 6). Town Clerk and Town Manager confirmed that the entire five-man Board of Fire Engineers had asked for reappointment. **Reed moved to reappoint the Fire Engineers. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- B. Request for annual approval of West Newbury election workers**  
(See Exhibit B, p. 5). **Parker moved to approve the request. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- C. Joint meeting with Finance Committee, Temporary Town Moderator (nominated), a Town Counsel, Town Manager, Town Clerk to review draft Town Meeting Motions and logistics**  
(See Exhibit C, p. 6-17). Discussion took place on Town Meeting Articles regarding phrasing and language, necessary edits, and presentation of Articles, as well as to address questions from members of the meeting. **No motion was made at this time.**

**Item O was taken out of order at this time. See Item O below.**

*Select Board Open Session Meeting April 10, 2023.*

*Minutes approved XXXX*

*Posted Agenda on April 8, 2023 at the Town's Offices and the Town's Official Website [www.wnewbury.org](http://www.wnewbury.org)*

**D. Request for allocation of ARPA funds for Page School HVAC replacement (cont'd from March 27<sup>th</sup>)**

(See Exhibit D, p. 18-21). The Board debated using ARPA funds to support HVAC replacement at the potential risk of spending the funds too soon. The Town Manager confirmed the purchases would not need to meet the “Buy American” requirement. **Parker moved to use the ARPA funds for the HVAC project. Reed seconded. The motion passed. (2 Yes, 1 No, 0 Abstain).** Following the vote, Jennings asked following the Board vote if the related Article should be put to vote at Town Meeting, and Reed suggested it be passed over.

**E. Updates regarding ongoing and proposed pedestrian safety initiatives**

(See Exhibit E, p. 22-23). Jennings provided an update on Rte. 113 corridor to the Board as part of a larger report on pedestrian safety measures in Town. **No motion was made at this time.**

**F. Recent issuance of Page School Conditions Assessment RFQ; confirmation of advisory group**

(See Exhibit F, p. 24-42). With the contract out to bid, Jennings confirmed that there were numerous interested parties. Jennings reminded the Select Board that a temporary Chief Procurement Officer would need to be selected. Jennings also reminded the Select Board of the need to set up an advisory group, which he hoped would consist of Pentucket School facilities staff, members of local government, and a West Newbury resident, with the appointments to be completed at the next meeting. **No motion was made at this time.**

**G. Consideration of proposal to join National Rural Water Association PFAS Contamination lawsuit**

(See Exhibit G, p. 43-63). Parker stated he believes they should join the lawsuit, citing limited potential downsides. Archibald wished Justin Timberlake was the avatar for the Live Chat feature on the law firm’s webpage. **No motion was made at this time.**

**H. Review of proposed revisions of Facility Rental Fee Schedule (cont'd from March 13)**

(See Exhibit H, p. 84). Discussion raised concern with how to handle larger size events or events with food with limited staff without charging the rental fees, as well as the vagueness of language in the Schedule. Jennings imparted that some community groups were concerned about the imposition of the fees. The Board drafted more clear language and requirements for the Schedule. **Reed motioned to adopt the new Facility Rental Fee Schedule. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

**I. Proposed adoption of Mass. Gen. Law. Ch. 266 32A (regarding Assistant Wiring Inspectors)**

(See Exhibit I, p. 65-67). **Parker motioned to accept the provision of M.G.L. Ch. 266 32A. Parker seconded. The motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

**J. Requests for authorization to submit grant applications:**

(See Exhibit Ja, p. 68-68; Jb, p. 69-104).

**a. Municipal Vulnerability Preparedness grant; incl. request for letter of support, and request for permission to place temporary informational signage as required by the grant**

**Reed motioned to apply for the grant. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

**b. Car seat distribution grant application**

**Reed motioned to apply for the grant. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

**c. Agreement to inclusion of town-owned properties in NEEF Pollinator Grant application to be submitted by West Newbury Wild & Native**

**No motion was made at this time.**

**K. Request for permission to install signage at 8 gardens maintained by the West Newbury Garden Club**

(See Exhibit K, p. 105-106). **No motion was made at this time.**

**L. Proposed adoption of Financial Policies (recommended from MassDOR Division of Local Services Municipal Best Practices grant)**

(See Exhibit L, p. 107-117). The Select Board provided feedback on sections of the Policies that required further clarity, especially with regard on conflict-of-interest parameters. Town Manager

Jennings agreed to look into it and make the necessary edits. **No motion was made at this time.**

**Town Manager Updates:**

- M. Coffin Street conservation project: proposed transfer of land ownership interests to Greenbelt**  
(See Exhibit M, p. 118-125). Jennings stated the Conservation Committee had not had any issues with the transfer. **No motion was made at this time.**
- N. Recent execution of vendor contract: Solar Site Feasibility Analysis**  
(See Exhibit N. 126-133). **No motion was made at this time.**
- O. Town Planner Report**  
(See Exhibit O, p. 134-135). The Town Planner fielded questions on her report from the Select Board, Clerk, and Town Manager. Parker inquired Sue Brown about the wireless [cellular] network bylaw changes, and suggested a wireless coverage survey be undertaken in the future. **No motion was made at this time.**
- P. Memorial Day Parade planning**  
The Town Manager informed the Board that a staff working group had been created to handle the Parade including Regional Veterans Board Member Ronald Ross. **No motion was made at this time.**
- Q. Updates on ongoing/active projects/initiatives**  
The Town Manager informed the Board that members of Town government had participated in meetings on a cyber-audit on cybersecurity issues at the G.A.R. Library. Discussion centered on whether the Merrimack Valley Library Consortium was providing adequate support for cybersecurity for the Town's standards. **No motion was made at this time.** The Select Board and Town Manager lauded the Finance Committee's work on the Finance Committee Booklet. **No motion was made at this time.**
- R. Follow up meeting assignment; placing items for future agendas**  
**No motion was made at this time.**

Archibald motioned to recess into Executive Session under M.G.L. 21A 7. Reed seconded. Motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The Open Session recessed at 10:31pm.

The Board recessed from Executive Session. Reed motion to adjourn the Open Session. Seconded by Parker. Motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The Session was adjourned at 10:41pm.

**To access a video recording of the meeting, use the link below:**

<https://www.youtube.com/watch?v=Q5ovLkh28wI>