



Town of West Newbury
Select Board
Monday, May 23, 2022 @ 5:30pm
381 Main Street, Town Office Building
www.wnewbury.org
Open Session Minutes

Open Session: The meeting was called to order at 7:15 by Chairperson Archibald.

Participation at the meeting:

David Archibald and Wendy Reed, *Select Board Members*- Parker absent
Angus Jennings, *Town Manager*
James Blatchford, *Town Clerk*
Mike Dwyer, *Chief of Police*
Dick Cushing, *Grand Marshal of Memorial Day Parade*
Mark LeBlanc, *Ride to End Alzheimer's*
Maggie Brown, *Greenbelt Land Conservation Project Manager*
Liz Oltman, *TEC Consultants*
Emily Puteri, *Principal Page School*
Wayne Amaral, *DPW Director*
Deb Hamilton
Kathy Feehery
Adam Stone, *Audio/Visual Media Support*
Jen Solis, *Daily News Correspondent*

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet (see agenda for details).
- Public Health Update #1 (2022): Re COVID-19, Mosquito Control, Ticks, Combined Sewer Overflows (see pages 2-3 for details).
- Call for volunteers! Open positions on Town Boards/Commissions/Committees, including the Parks & Rec Commission, and new Affordable Housing Trust! Details at <https://www.wnewbury.org/volunteer>
- Memorial Day Parade! Monday, May 30th beginning at 10:30am (see page 4 for details).
- 2022 Summer Bandstand Concert Schedule– Thursdays (6/23-8/25) at 6:30pm: performers now online (see page 5 for details)
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

Dick Cushing, a member of the American Legion and Grand Marshall for the Memorial Day Parade, appeared before the Select Board. Cushing gave a brief overview of the planned ceremonies before the Memorial Day Parade from 8-9am at several locations throughout town. Jennings thanked the DPW, Building, and Grounds departments for all the assistance in preparing for the parade.

Regular Business

A. Request for appointment of Morgan Marconi as Reserve Patrol Officer – Police Chief Dwyer

Chief Dwyer appeared before the Select Board for this request and spoke of the candidate's qualifications for the position (see exhibit A pages 6-10 for details). **Reed made a motion to appoint Morgan Marconi as a part-time officer.** Jennings stated a routine re-appointment would take place before the end of June. **Archibald seconded. Motion unanimously passed (Yes 2, No 0, Abstain 0).**

B. Updated Special Event permit request, Ride to End Alzheimer's – June 4, 2022

Mark LeBlanc appeared before the Select Board virtually. It was stated a new route had been resolved to accommodate the Rock Village Bridge closure (see exhibit B pages 11-18 for details). Dwyer stated 500 bicyclists would be participating in the event and delays in traffic would occur over a 4hr time period starting around 8:30am. The route was discussed and it was stated a small portion of Main Street would be impacted. Dwyer stated signs would be posted to inform the residents of the event. **Archibald made a motion to approve the Special Event Permit, Ride to End Alzheimer's, for June 4, 2022.** Reed seconded. **Motion unanimously passed (Yes 2, No 0, Abstain 0).**

C. Request for finding that proposed Conservation Restriction for River Run Farm is in the public interest – Maggie Brown, Essex County Greenbelt

Maggie Brown, Greenbelt Land Conservation Project Manager, appeared before the Select Board. Brown stated River Run would remain in private ownership and Greenbelt would monitor and enforce the conservation restriction (see exhibit C pages 19- 44 for details). It was stated the conservation restriction was supported by both the West Newbury Conservation Commission and the Executive Office of Energy and Environmental Affairs. Public access, continuation of equestrian activities, and the pre-existing easement for

high tension powerlines were discussed. It was noted 1.283 acres of the property, on which the dwelling is located, was excluded from the conservation restriction area. **Reed made a motion that the Select Board found the Conservation Restriction for River Run was in the public interest of the town. Archibald seconded. Motion unanimously passed (Yes 2, No 0, Abstain 0).**

D. Presentation of draft Page/Pipestave/113 safety audit and concept plans – *Liz Oltman, TEC Consultants*

Liz Oltman, TEC Director of Transportation Planning, appeared before the Select Board. Oltman presented the findings from the traffic safety audit (see exhibit D pages 45-112 for details) and discussed the entrance/exit of Pipestave where sight distance was diminished. Oltman presented options to improve the safety of pedestrian and equestrian crossing, recommended moving the location of existing signage for the school along RT113 closer to the school, and expanding the sidewalk along the driveway to the school. Emily Puteri, Principal of Page School, appeared before the Select Board virtually and informed the Select Board the school sign at the driveway entrance was scheduled to be replaced. Puteri suggested a joint review of the placement of the sign to avoid interference with the proposed sidewalk layout.

Deb Hamilton and Kathy Feehery appeared before the Select Board and expressed concerns for the safety of equestrian crossing. After a brief discussion, Oltman stated the different options presented were part of the concept plan and specific factors could be addressed in the design phase of the project. Discussion of the different conceptual plan options continued. Oltman recommended to involve the Fire Department in the discussion concerning the proposed placement of the crosswalks. Dwyer stated the Fire Department would want to bring a variety of different sized trucks to run safety tests before making a recommendation.

Jennings discussed the objective of the study was to prepare for the Safe Routes to School Grant in the Fall and asked Oltman to describe the process. Oltman reviewed the steps of the process, from concept to construction, and stated the process could take two years. First, the town would need to submit a preferred concept design. If the state awarded the grant, the concept design would then be given to one of the pre-qualified design firms. The design and construction would then be paid for through the grant. Oltman stated the town could still move forward with the project even if the grant was not awarded.

Wayne Amaral, Director of the DPW, appeared virtually before the Select Board. Amaral stated preference for the one crosswalk option closer to the crest of the hill and discussed eliminating the proposed sidewalk along the driveway to the school. Amaral stated the option to extend the sidewalk along the parking lot to the existing pedestrian pathway would be a better option.

After discussion of when the deadline for the finalized concept plan should be completed, it was decided to seek public input and to continue the discussion at the next meeting June 6, 2022. Once discussed, TEC Consultants would complete the finalized concept plan and present the finalized version at the Select Board meeting June 27, 2022. **No motions were made at this time.**

*At this point, Jennings suggested Amaral give a brief update on the Page School playground and to take Item M immediately following the update. Amaral stated that the Page school playground would be started the following morning. The equipment installation would take roughly four weeks with an additional 1-2 weeks needed to complete the drainage portion of the project with DPW. The rubber flooring would be completed last, placing the anticipated opening of the playground sometime in mid-July. Amaral stated follow-up would be needed with the Parks & Rec Summer Program Coordinator as construction would occur 2 of the 6 weeks of the program. Dwyer and Amaral discussed CORI checks for the employees working on the playground even though they would not be entering the school building. Amaral stated this would be addressed with the construction company the following day. **No motions were made at this time.**

M. Ch. 90 funds received from Mass DOT

Amaral stated 70-80 hours of pre-paperwork must be completed and submitted to MassDOT for review and approval before the town can start paving (see exhibit M pages 181-184 for details). After completion of the paving, 40-50 hours of work is involved in the submission for reimbursement through the state. Amaral stated the town had received the full reimbursement from last summer and was working on putting together the request for the current year's paving. The next phase of the paving list would be submitted to the Select Board after completion of the cost estimate. **No motions were made at this time.**

E. Request for authorization to submit One Stop grant application to support study of local options for compliance with MBTA Communities legislation

Jennings stated the draft of the grant application required finalization before the June 3, 2022 deadline (see exhibit E pages 113-122 for details). Jennings discussed including the potential increase of water demand over the next 20 years estimated through historical and possible future growth of population in the town. Archibald stated the addition of new water mains would be prohibitively expensive due to the lack of water main infrastructure in areas of town. Jennings and the Select Board discussed looking at multiple sites and narrowing them down during the planning process. The Select Board discussed the potential benefit of committing to contributing a 10% match (\$7,500) and where the match would be taken from within the FY23 budget. **Archibald made a motion to add 10% matching funds to the One Stop grant application that the Select Board had already expressed interest to submit in March. Reed seconded.** The Select Board discussed if there was another fund to pull the 10% match from. Jennings stated the funds could be taken from the operating budget instead of naming a specific fund. **Motion unanimously passed (Yes 2, No 0, Abstain 0).**

F. Discussion of State budgeting for schools

Archibald discussed the increase of transportation costs for regional school districts and how the state has reimbursed a portion of the costs to regional school districts every year. Although the reimbursement had never been 100%, Archibald stated the reimbursement for the current year was more than \$100,000 less than the previous year due to the low number of bus riders during COVID-19 (see exhibit F pages 123-132 for details). Archibald called on the public to contact legislators and to apply pressure on the state legislative body to increase transportation reimbursements for the Pentucket Regional School District. Archibald also recommended the Town write a letter to the Senate President and Speaker of the House stating the Commonwealth was not living up to its promises. **No motions were made at this time.**

G. Review of post-Town Meeting action items

Jennings stated a number of new initiatives were added to the workload when articles were passed at the Annual and Special Town Meeting. Archibald discussed the direction the voters had chosen concerning the Soldiers & Sailors Building and asked what next steps should be. Jennings was in favor of obtaining guidance from Town Council to determine the sequence of the disposition process and the historic preservation restriction. Reed expressed the opinion that zoning should be the first priority completed in the process. The Select Board and Jennings discussed different options for zoning. It was suggested to create a working group, containing one member of the Planning Board and one member of the Select Board, to work on a preferred zoning proposal before submission to the Planning Board for recommendation. The working group could then weed out options that would not be commercially viable or would not work within the limitations of the building. It was decided to continue the discussion on this topic the following Select Board meeting, June 6th, when all Select Board members would be present.

Reed asked when a call for volunteers would take place for the Affordable Housing Trust Committee. Jennings stated the Attorney General still needed to approve the bylaw, but they could still invite volunteers to apply in the interim. Blatchford stated the Select Board could appoint members to the committee, but the committee would not be able to take any action until the Attorney General approved of the bylaw.

Jennings briefly reviewed new initiatives that involved DPW and stressed the importance of hiring a DPW Project Manager to assist in the execution of the initiatives.

H. Preview/outline of FY23 reappointment timing/process for Boards/Commissions/Committees

Jennings and the Select Board discussed the possibility of sending each board/committee a priority list for FY23. Discussion continued as to whether the charge of the committees was set by statute, bylaw, or as a standalone charge. Blatchford stated a number of the boards/committees appointments expired after one year, did not have staggered re-appointments, and ran the risk of losing collective knowledge in the event every member decided not to seek reappointment. It was decided that determining the charges of the boards/committees would be a benefit.

I. Meeting minutes: April 21, 2022; April 25, 2022

(See exhibit I pages 133-142 for details).

Archibald made a motion to accept the meeting minutes for April 21, 2022 and April 25, 2022 as corrected. Reed seconded. Motion unanimously passed (Yes 2, No 0, Abstain 0).

Town Manager Updates

J. Updates regarding Middle Street Bridge (letter sent to MDEP re Ch. 91 process; Newburyport request for extension of MDOT Small Bridge grant; West Newbury pending request for extension of MassWorks grant; recent working meeting with Mayor Reardon and Newburyport personnel)

Jennings stated the finalized version of the letter was completed and suggested this topic be brought to the attention of the Beacon Hill Delegation (see exhibit J 143 – 171 for details). Jennings explained that West Newbury and Newburyport share the objective to get the project fully permitted, but the approvals for the extensions were a major component and would have a huge impact on the project if denied.

K. Update re invasive species internships (maybe move above) (See exhibit K pages 172- 177)

Jennings informed the Select Board that two applicants had been offered the internships. One applicant had accepted but the other applicant lived out of state and was having difficulty finding affordable short-term housing. Jennings stated supplies for the interns would be ordered once confirmation of acceptance for both internships was received.

L. Support letter for MVPC grant application for Housing Production Plan updates

Jennings gave a brief update and stated the MVPC grant application was under the One-Stop program. It was unclear if applying for multiple grants under the one-stop program would impact the chances of approval (see exhibit L pages 178- 180). Jennings stated the housing production plan would need to be completed by June 2023.

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

The Select Board discussed the responsibilities of the Salisbury Harbor Master, per the Town

Agreement, and it was stated that signing off on mooring and dock permits was not part of the agreed upon responsibilities. Discussion continued surrounding the existing bylaw concerning the mooring of boats and the potential loss of revenue for the town due to lack of enforcement. Jennings and Select Board decided this item would need further discussion on a future agenda.

Jennings stated that there were open seats on various boards/committees and the reappointments will start taking place June-July.

Archibald made a motion to adjourn. Reed seconded. Vote unanimously passed (Yes 2, No 0, Abstain 0). Open session adjourned at 10:35pm.