



**Town of West Newbury
Board of Selectmen
Monday, February 3, 2020 @ 6pm**
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2020 JAN 30 PM 5:04

AGENDA

Executive Session: 6pm in the Town Manager's Office

- ❖ MGL Ch. 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (*Police Union contract*);
- ❖ MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (*Middle Street/Rogers property; 31 Dole Place*);
- ❖ Executive Session meeting minutes: September 3, 2019.

Open Session: 7pm in the First Floor Hearing Room

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Announcement of local offices on ballot for May 4, 2020 Annual Town Election. Nomination papers for election to Town Offices available at the Town Clerk's Office. Deadline to request papers March 11th.
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/volunteer> including opening for Interim appointment to Parks & Recreation Commission

Regular Business

- See notes below
- A. Vote to approve warrant for March 3, 2020 Presidential Primary Election
 - B. Review of proposed Town Meeting Warrant Articles for April 27, 2020 Annual and Special Town Meetings
 - C. Vote to close the Town Meeting Warrant for April 27, 2020 Annual and Special Town Meetings
 - D. Town Manager proposed FY21 Budget, Capital Program including proposed FY21 Stabilization Fund Expenditures, and schedule of Finance Committee budget review meetings
 - E. Meeting minutes: January 21, 2020; June 10, 2019; May 28, 2019.

Town Manager Updates

- F. Updates on active and pending projects
- G. Follow up meeting assignments
- H. Placing items for future agendas

Note to Board members:

B. Summary memo with proposed warrant articles is included in this packet. However, due to length, backup documents related to proposed warrant articles is circulated and printed as a separate meeting packet.

C. Due to length, packet with proposed FY21 Budget and Capital Program will be circulated as separate meeting packets.

**TOWN OF WEST NEWBURY
OFFICE OF THE TOWN CLERK**

INFORMATION FOR CANDIDATES

2020 TOWN MEETING AND TOWN ELECTION

Nomination Papers Available	January 6, 2020	
Last Day to obtain Nomination Papers	March 11, 2020	5:00 p.m.
Deadline for submitting Nomination Papers for signature certification by Registrars (26 certifiable signatures required)	March 16, 2020	5:00 p.m.
Last day for Registrars to file nomination papers with Town Clerk	March 30, 2020	5:00 p.m.
Deadline for objecting or withdrawing candidacy	April 1, 2020	5:00 p.m.
Last Day to Register to Vote for Town Meeting	April 7, 2020	8 a.m. – 8 p.m.
<p>Note: Voters may register to vote at the Registry of Motor Vehicles and the Secretary of the Commonwealth's website. Voter registration by mail is also permitted. The Board of Registrars will conduct registration in the office of the Town Clerk from 8:00 a.m. to 8:00 p.m. on April 7, 2020.</p>		
Campaign Finance Report M102 Three filings required	April 24, 2020 June 3, 2020 January 20, 2021	
Last Day to Post Warrant	April 10, 2020	
Town Meeting	April 27, 2020	
Town Election	May 4, 2020	

MAY 4, 2020 ANNUAL TOWN ELECTION
LIST OF OFFICES WITH INCUMBENTS
WEST NEWBURY, MASSACHUSETTS

<u>OFFICE</u>	<u>TERM</u>	<u>YEAR ENDING</u>
<u>SELECTMAN</u>	For Three Years	2023
David Archibald		
<u>BOARD OF HEALTH</u>	For Three Years	2023
Blake J. Seale		
<u>BOARD OF HEALTH</u>	For Two Years	2022
Thomas Fahey		
<u>PLANNING BOARD</u>	For Five Years	2025
Timothy Cronin		
<u>HOUSING AUTHORITY</u>	For Five Years	
Susan Babb		2025
<u>HOUSING AUTHORITY</u>	For One Year	2021
<u>TRUSTEES OF THE PUBLIC LIBRARY</u>	For Three Years	2023
Pamela Atwood Sandra Capo Wendy Reed		
<u>TRUSTEES OF THE PUBLIC LIBRARY</u>	For One Year	2021
Thomas Salvo		
<u>ASSESSOR</u>	For Three Years	2023
Richard Baker		

SCHOOL COMMITTEE For Three Years 2023

Christine Reading

WATER COMMISSIONER For Three years 2023

Robert P. Janes

PARK AND RECREATION
COMMISSIONER For Three Years 2023

William Bachrach

CONSTABLE For Three Years 2023

Richard Davies

CONSTABLE For two Years 2022

Note: This event is not listed on News/Announcements agenda and, per subsequent email exchange, is not designed for broad public attendance. However, wanted to make Board aware. It would be great if someone from Town could attend.

Town Manager

From: Jennifer Hughes <jhughes@mvpc.org>
Sent: Monday, January 27, 2020 12:02 PM
To: Jennifer Hughes
Cc: Goodwin, Cheryl; Nancy Lavallee
Subject: INVITATION: Next Meeting of the Merrimack River District Commission (MRDC)
Attachments: City of Newburyport parking_brochure_09.25.17.pdf

Good afternoon,

I am following up on my email of late December when I notified you of Senator DiZoglio's Press Release which outlined the scope of work to be performed by Brown and Caldwell, the Andover-based environmental engineering and consulting firm, on the Merrimack River basin region.

I am pleased to invite you to attend the MRDC's next meeting on **Thursday, February 6, from 1-3PM at the Newburyport City Hall Auditorium, 2nd Floor, 60 Pleasant Street, Newburyport, MA** where Kirk Westphal from Brown and Caldwell will provide an overview and details of the work that will soon be underway.

Also at this important meeting, as noted in the scope of work, we will begin the process of assembling stakeholders as a steering committee and technical advisory committee as well as developing the initial framework for creating short and long-term goals, and setting priorities for the Merrimack Basin region.

Note that we anticipate our next meeting will be held in New Hampshire, and hosted by our friends at either the Nashua Regional Planning Commission or the Southern New Hampshire Planning Commission in Manchester.

Your participation in and support of this important work will help move the MRDC forward in our effort to make the best decisions for the future of Merrimack River and the communities along its banks.

Toward that end, we recognize that our work will only be successful if we are *collaborating* as effectively as possible across communities, across state lines, and across the various agencies, non-profits, businesses and civic groups already in place and dedicated to this vital effort. That means holding the door open widely for participation, and being ready not only to lead where appropriate, but to support others' efforts as well.

More on this as we gather and move forward, and I hope you will join us in this important work.

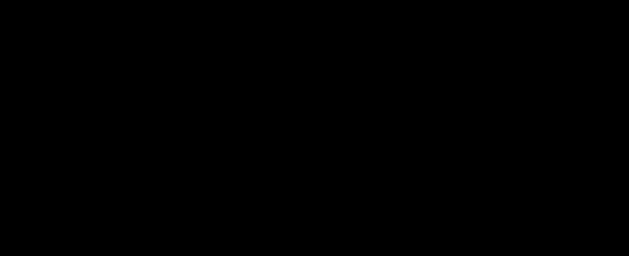
So that we may plan accordingly, please let us know that you will be attending by signing up [here](#). Please see parking information attached.

We look forward to seeing you there!

--Lane Glenn (lglen@necc.mass.edu)

--Jennifer Hughes (jhughes@mvpc.org)

Environmental Program Manager



Town Manager

From: Jennifer Hughes <jhughes@mvpc.org>
Sent: Thursday, January 30, 2020 10:11 AM
To: Town Manager
Subject: RE: INVITATION: Next Meeting of the Merrimack River District Commission (MRDC)
Attachments: Merrimack River District Commission Scope of Work Press Release 2019.pdf

Angus,

Thanks for asking. We have had that question a few times. While we hope everyone is aware of the work of the MRDC, the meeting is more aimed toward people and organizations with active roles in this work, and a representative or two from each are invited. The meeting venue would not be appropriate for a meeting with the general public but we do hope to consider a public venue in the near future. We are looking to hold our next meeting in Southern New Hampshire to engage all communities along the Merrimack. I have attached the press release regarding the scope of work that was approved if you would like to share that information. Hope this helps. Do you plan to attend?

Jennifer Hughes

Environmental Program Manager



From: Town Manager <townmanager@wnewbury.org>
Sent: Wednesday, January 29, 2020 10:55 PM
To: Jennifer Hughes <jhughes@mvpc.org>
Subject: RE: INVITATION: Next Meeting of the Merrimack River District Commission (MRDC)

Jen,
Please let me know if it is appropriate to broadly circulate this date and time, or if this is intended for Board members, Commissioners, staff etc. We include News/Announcements on all BOS agendas and, while I'm not suggesting thousands of people await that list with baited breath, I don't want to include this on there unless the meeting is intended for public attendance.

Thanks,
Angus

Angus Jennings, Town Manager
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x111
townmanager@wnewbury.org

From: Jennifer Hughes <jhughes@mvpc.org>
Sent: Monday, January 27, 2020 12:02 PM
To: Jennifer Hughes <jhughes@mvpc.org>



State Senator Diana DiZoglio
1st Essex District
State House Room 416-B
(617) 722-1604

Wednesday, December 18, 2019

DiZoglio, MVPC Announce Scope of Work for Merrimack River District Commission

(BOSTON) – State Senator Diana DiZoglio (D-Methuen) and the Merrimack Valley Planning Commission have announced the finalization of a scope of work for the Merrimack River District Commission (MRDC).

The MRDC, which will be funded through monies secured by DiZoglio through the Fiscal Year 2020 State Budget, is an inclusive commission of local stakeholders — from sewage management professionals to environmentalists to elected officials — as well as representatives from state agencies, charged with assessing the current health of the Merrimack River and mapping out strategies to ensure the health and safety of the Merrimack moving forward.

The Commission’s scope of work, prepared by the Andover-based environmental engineering and consulting firm Brown and Caldwell, outlines the development of a framework for decision-making and funding priorities associated with the MRDC, including a unified vision and statement of regional goals. The framework will consolidate the pertinent information, encourage communication and support regional objectives for stakeholders along the Merrimack.

While there have been studies of the Merrimack River in recent decades, including reports from the U.S. Army Corps of Engineers, EPA and New Hampshire Department of Environmental Services, there is sentiment among stakeholders that such data is difficult to access, focused on very specific issues and not helpful toward making informed decisions regarding future improvements to the river.

“This scope of work is essential to moving the commission forward, as we bring together experts from all along the Merrimack to address issues around pollution, including discharge from combined sewer overflows (CSOs),” said DiZoglio. “The group has already met a couple of times to hear from experts and discuss strategy. Due to a lag time in receiving funds that were appropriated to them during the budget process, however, it has lacked the structure needed to ensure results are produced from those discussions. Now that the funds have been allocated, they

can get into the meat and potatoes of strategic planning. This is a hugely important step needed to set both short and long-term goals for keeping our river clean, healthy, safe and beautiful.”

Included in the scope of work are six specific tasks toward establishing the MRDC framework, with an estimated completion of four to six months in total:

- A needs assessment, compiling all relevant studies on the Merrimack River from the past two decades and identifying any data gaps, data quality inconsistencies and objectives not addressed, among other issues. At this stage, all regulatory requirements for communities and utilities along the river will also be compiled.
- The establishment of guidelines for a consolidated data clearinghouse for the Merrimack River, with data types including river uses, water quality data and pollution source data, among others. Guidelines will also be established for a Quality Assurance Project Plan (QAPP), a document designed to govern the field, laboratory and procedures for ongoing and future data collection.
- The formation of a steering committee and technical advisory group to help ensure the right data is being developed and applied to support regional decisions and to help prioritize and advocate for funding based on identified needs. Pertinent stakeholders, including environmental groups, elected officials, public health officials and other experts will have roles in these groups.
- The facilitating of workshops to help craft the framework, articulating consensus goals for the Merrimack River and determining the roles and responsibilities of participating stakeholders moving forward.
- Developing the framework with four principal goals in mind: consistent integration of regional priorities, unified advocacy for funding and research, data-driven decisions, and a focus on uses of the Merrimack River.
- The presentation of the framework.

“A clean, healthy Merrimack River is vital to me both professionally and personally,” said Lane Glenn, president of Northern Essex Community College. “Nearly 700,000 people live in the cities and towns along its banks in Massachusetts and New Hampshire, including more than 25,000 NECC alumni, all contributing to the region’s workforce and economy - and I’m a recreational kayaker who enjoys paddling along the beautiful river shoreline. I appreciate Senator DiZoglio’s championing of this effort, and am excited about the work of this commission, bringing together partners in both states to look at the best scientific research available and create strategies to clean up and preserve this incredible natural resource for future generations.”

“The Merrimack River is integral to the regional economy and overall welfare of many of our Merrimack Valley communities, including providing drinking water for the cities of Methuen and Lawrence,” said Jennifer Hughes, environmental program manager at the Merrimack Valley

Planning Commission. “MVPC looks forward to assisting Senator DiZoglio and the District Commission in their efforts to make informed decisions on the best investments to sustain the Merrimack’s economic and environmental health.”

As the MRDC moves forward, it will be alongside another project of DiZoglio’s and the MVPC’s regarding a pilot program, funded through \$100,000 secured by the senator in the FY20 Budget, to notify swimmers and boaters of CSOs in the Merrimack. The program will utilize physical and virtual means to notify residents of potential CSO concerns, in the form of flagging and through a mobile app and website alerts.

###

Town Manager

From: Michael McCarron
Sent: Thursday, January 9, 2020 4:55 PM
To: Town Manager
Subject: Warrant for Presidential Primary
Attachments: 03032020 Warrant for Primary.doc

Attached hereto please find the warrant for the March 3, 2020 Presidential Primary election. This can be placed on the February 4, 2020 Selectmen's agenda. I will prepare the necessary copies.

Michael P. McCarron
Town Clerk
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Tel 978-363-1100 ext 110

**COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH**

Essex, ss

To any the Constables of the Town of West Newbury

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said Town of West Newbury who are qualified to vote in Primaries to vote at:

Town Annex, 379 Main Street
West Newbury, Massachusetts

on **TUESDAY, THE THIRD DAY OF MARCH, 2020**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primary for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE FOR THIS COMMONWEALTH

STATE COMMITTEE MAN FIRST ESSEX AND MIDDLESEX
SENATORIAL DISTRICT

STATE COMMITTEE WOMAN FIRST ESSEX AND MIDDLESEX
SENATORIAL DISTRICT

TOWN COMMITTEE TOWN OF WEST NEWBURY

You are directed to serve this warrant by posting attested copies thereof at least 7 days prior to the March 3, 2020 Presidential Primary Election.

LOCATIONS TO POST WARRANT

Town Hall
1910 Town Office Building
G.A.R. Memorial Library
Post Office
Laurel Grange

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of February, 2020.

TOWN OF WEST NEWBURY
BOARD OF SELECTMEN

David Archibald, Chairman

Richard Parker

Glenn A. Kemper

A true copy, Attest:

Michael P. McCarron
Town Clerk

Pursuant to the above warrant to me directed, I have notified and warned all the Inhabitants of the Town of West Newbury, who are qualified to vote to meet at said time and place.

Constable

Date of Posting



Town of West Newbury
381 Main Street
West Newbury, Massachusetts 01985

Jennifer Walsh,
Assistant to the Town Manager and Finance Department

TO: Board of Selectmen and Town Manager
 FROM: Jennifer Walsh
 DATE: January 31, 2020
 RE: Proposed Articles for Spring Town Meeting

Notice was provided that proposed Town Meeting articles were to be submitted on or before today's date, and it is expected that the Board of Selectmen will vote on Monday night to close the Town Meeting warrants. In addition to standard recurring articles (which are included on the list as well), the following article requests for the Annual Spring Town Meeting were timely received in the Town Manager's and Board of Selectmen's office:¹

❖ GENERAL GOVERNMENT MATTERS

- 01 Board of Selectmen – Article to give their votes to the election of Town officers.
- 02 Board of Selectmen – To hear and act upon the reports of Town officers and committees.
- 03 Board of Selectmen – To determine what sums of money the Town will raise and appropriate for defraying the expenses of the Town for the ensuing fiscal year and for the payment of Town debt.

❖ WATER ENTERPRISE FUND

- 04 Board of Water Commissioners – In accordance with the provisions of Chapter 38 of the Acts of 1936, to see what instructions, rules and regulations the town may wish to impose on the Board of Water Commissioners.
- 05 Board of Water Commissioners – To see if the Town will vote to appropriate, in anticipation of Water Department revenue, the sum of \$_____ of which \$_____ for Salaries and Wages which include \$_____ for Water Commissioners' stipends, \$_____ for Insurances, \$_____ for Expenses, \$_____ for Debt Service, \$_____ for Extraordinary and Unforeseen Expenses, and \$_____ for Indirect Costs.

❖ APPROPRIATIONS

- 06 Board of Selectmen – To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$_____ to reduce the fiscal year 2021 tax rate. *(Note: This article is typically proposed in Fall; it may be worth keeping option to do this in April).*
- 07 Board of Selectmen – To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$68,750 for the Pension Liability stabilization fund, or take any other action related thereto.

¹ Proposed articles noted with "STM" are recommended for Special Town Meeting.

- 08 Board of Selectmen – *STM* – To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$_____ for the OPEB stabilization fund, or take any other action related thereto.
- 09 Board of Selectmen – To see if the Town will vote to raise and appropriate the sum of \$328,600 to be placed in the special purpose municipal stabilization fund established pursuant to MGL Chapter 40 Section 5B (the School Stabilization Fund) in order to fund capital expenditures for school related building projects, or take any other action related thereto.
- 10 Board of Selectmen – To see if the Town will vote to transfer the sum of \$247,647 from the School Stabilization Fund to offset the property tax impact of a Prop. 2½ override and debt service associated with the building of the new Middle/High School.
- 11 Board of Health – To see if the Town will vote to transfer the sum of \$21,965.20 from the Septic Loan Revolving Account for the repayment of debt service.
- 12 Board of Selectmen – To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$300,000 for the Capital Stabilization Fund, or take any other action related thereto. *(Note: This funding is proposed in anticipation of the Town’s estimated costs associated with the reconstruction of the Middle Street Bridge. Because the Bridge has not been part of the Capital Improvement Committee’s prior year capital planning and budgeting, if the Town funds associated with the Bridge are taken from Stabilization in FY22, this expenditure would “short” other known/anticipated projects which were the basis of prior years’ appropriations into Stabilization. It is expected that a second and final warrant article in the amount of \$300,000+/- would be proposed at the April 2021 Town Meeting for FY22).*
- 13 CPC – To see if the Town will vote to allocate and/or reserve from the Community Preservation Fund annual revenues, the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2021, with each item to be considered a separate appropriation, or take any other action thereto.
- Appropriate \$21,620 from FY 2021 estimated revenues for Committee Administrative Expenses.
 - Reserve \$43,240 from FY 2021 estimated revenues for Community Housing Reserve.
 - Reserve \$43,240 from FY 2021 estimated revenues for Historic Resources Reserve.
 - Reserve \$43,240 from FY 2021 estimated revenues for Open Space & Recreation Reserve.
 - Reserve \$281,060 from FY 2021 estimated revenues for Budgeted Reserve.
- 14 CPC – To see if the Town will vote to transfer from Community Preservation Act funds the sum of \$175,000.00 with \$148,308.41 from the Open Space and Recreation Fund Balance, and \$26,691.50 from the Undesignated Fund Balance, in conformity with the applications submitted, to purchase a conservation restriction in conjunction with the Essex County Greenbelt Association, the Town of West Newbury Conservation Commission, and the Open Space Committee on three parcels of land containing approximately 38 acres of land, located off Middle Street and as shown on Assessors’ Map R-27 as Parcels 28, 28A and 29. Said lots are also described in the deeds recorded

with the Southern Essex District Registry of Deeds in Book 6703, Page 590, and Book 6547, Page 419, or take any other action relative thereto.

- 15 CPC – Placeholder **STM** – Page School Playground accessibility improvements. (*Project was determined to be an eligible CPA project at the January 16, 2020 CPC meeting. CPC to continue its consideration of the proposed project at its meeting on February 20, 2020*).
- 16 Board of Selectmen – To see if the Town will vote to transfer from Community Preservation Act funds, Historic Resources Reserve, the sum of \$_____ for the payment of debt service and related borrowing costs authorized at the November 4, 2019 Special Town Meeting associated with the Preservation and Restoration of the Soldiers & Sailors Memorial Building.
- 17 DPW – To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$229,020 to purchase a new dump truck with plow and spreader to replace a 2008 International dump truck with same or comparable equipment. (*Proposed funding source: Capital Stabilization Fund. Submitted to Capital Improvements Committee for review and recommendation*).
- 18 DPW & Fire Chief – To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$304,000 to replace and improve the fire alarm system in the Page School. (*Proposed funding source: Capital Stabilization Fund. Submitted to Capital Improvements Committee for review and recommendation*).
- 19 DPW – To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$40,000 to replace failing sections of concrete flooring throughout the Page School. (*Proposed funding source: Capital Stabilization Fund. Submitted to Capital Improvements Committee for review and recommendation*).
- 20 DPW – To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$39,150 to fund improvements and repairs to the Council on Aging, Public Safety Complex, old DPW garage (on Page School site), and any unforeseen emergency repairs.
- 21 DPW – **STM** - To see if the Town will vote to transfer from available funds the sum of \$_____ to fund the fiscal year 2020 snow and ice deficit.
- 22 Town Clerk – **STM** – To see if the Town will vote to transfer from available funds the sum of \$3,800 to pay for salaries and expenses pertaining to the operation of early voting for the 2020 State Primary Election and November Presidential Election with any sums remaining by the end of fiscal year 2021 to be returned to the Town.
- 23 Police Chief – To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$19,000 to replace the cruiser and portable radios.
- 24 Fire Chief – To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$4,000 for Fire Department emergency equipment – ice/water rescue suits.
- 25 Fire Chief – To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$7,500 for Fire Department emergency equipment – (2) 20” Dual Power Fans.

- 26 Town Manager – To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$14,000 to replace two picnic tables and two benches at the Mill Pond dock area.
- 27 Board of Selectmen – To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$8,048 for grant matching funds for the installation of electric vehicle charging stations at Page School and 1910 Building.
- 28 Town Manager – *STM* – To see if the Town will vote to transfer from available funds the sum of \$16,443 to fund the Essex Ag FY20 budget deficit.
- 29 Town Manager – *STM* – To see if the Town will vote to transfer from available funds the sum of \$20,247.44 to fund underbilled but incurred National Grid expenses related to the Public Safety Complex.
- 30 Parks and Recreation – To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$_____ to engage a consultant to review and make recommendations to address parking concerns relating to the Pipestave Hill Recreational Area, the scope of such study to include the adjacent Dunn Municipal Owned Land (Map 22, Lot 3 & Map 26, Lot 19).

❖ BYLAWS – OTHERS

- 25 Board of Assessors – To see if the Town will vote to accept an exemption of real estate to the full amount of the taxable valuation of real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and veterans pursuant to Massachusetts General Law Chapter 59, Section 5, Clause 22H, such exemption to be available for tax years commencing July 1, 2020.
- 26 Board of Selectmen – To see if the Town will vote to establish a Town Bylaw for the proper disposal of dog waste and the establishment and enforcement of fines for violations.
- 27 Board of Selectmen – To see if the Town will vote to limit the total amount that may be expended from each revolving fund established pursuant to Section XL of the Bylaws of the Town of West Newbury, to wit:
 - Section 5.1 Summer Recreation Revolving Fund \$ 44,350
 - Section 5.2 GAR Library Fines and Penalties Revolving Fund \$ 10,000
 - Section 5.3 Police Vehicle Revolving Fund \$ 20,000
 - Section 5.4 Pipestave/Mill Pond Care and Maintenance Revolving Fund \$ 5,000
- 28 Planning Board – Zoning amendments (housekeeping/various sections).
- 29 Open Space Committee – To see if the Town will vote to transfer the care, custody, control and management of the property designated as Parcel R2-35 located on Hilltop Circle and Brake Hill Terrace held by the Town for general municipal purposes to the Conservation Commission for open space, conservation, passive recreation and watershed protection purposes under Massachusetts General Law, Chapter 40, Section 8C.

Town Manager

From: Town Manager
Sent: Wednesday, January 29, 2020 10:49 AM
To:
Cc:
Subject:

Hi,
Quick note to let you know dates and times of confirmed FinCom mtgs to review sections of proposed budget:

- Wed Feb 12th
- Mon Feb 24th
- Wed Feb 26th
- Tues March 10th
- Thurs March 12th

All meetings will be at 7pm in the First Floor Hearing Room.

Which sections of the budget will be reviewed on which dates has not been determined, but should be pinned down by the end of next week.

Per the FY21 budget packet you received previously, March 16 continues to be the date the CIC will present its recommendations to the BOS, and that the BOS is expected to formally refer a proposed FY21 budget for the Town Meeting Warrant. And March 23rd will be the date for the joint BOS/Moderator/FinCom/Counsel meeting. The deadline to post the Warrants for the April 27 Town Meetings is April 10th.

Thanks,
Angus

Angus Jennings, Town Manager
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x111
townmanager@wnewbury.org

FY21 Budget Schedule

December 18	Board of Selectmen adopt FY21 Budget Policy Direction
January 24	Expense Budgets for all Dept. Heads, Town Officers and Boards/ Commissions/Committees due to Town Manager and Town Accountant
January 31	Town Manager proposed FY21 budget, with Town Manager budget message and proposed FY21 departmental and organizational structure, due to Finance Committee and Board of Selectmen
January 31	Town Manager proposed FY21 Capital Improvements Program due to Capital Improvements Committee and Board of Selectmen
January 31, noon	Town Mtg. Warrants close. <u>Article requests due to Town Manager.</u>
February 3, 7 PM	Board of Selectmen meeting to review proposed warrant articles and invite article sponsors to present at future Board meeting, if needed
February 3, 7 PM	Town Manager presentation of proposed FY21 Budget
Feb-March (Dates TBD)	Finance Committee meetings to review Town Manager proposed budget. Departments and B/C/Cs will be notified regarding timing of meetings related to your section(s) of the budget.
March 2 (as late as 16 th)	Pentucket Regional School District Assessment to be Voted
March 16	Capital Improvements Committee report due to Board of Selectmen
March 16	Board of Selectmen Endorsement of Proposed FY21 Budget
March 23	Joint meeting of Selectmen, Town Manager, Finance Committee, Town Counsel/Town Clerk, and Moderator
(no later than) April 10	Posting of Warrants
April 13	Vote Draft Motions
April 27	Annual and Special Town Meetings
Late Spring	Approve Employee Wage Schedule (based on approved budget numbers)



Town of West Newbury

Board of Selectmen FY '21 Budget Policy Direction

December 18, 2019

To insure the growing and continued financial health of the Town of West Newbury, provide the public with confidence that Town officials respect their responsibility for fiscal stewardship and demonstrate to taxpayers and bond rating agencies that the Town has thoughtfully prepared for its future, the Board of Selectmen present to our employees, Boards, Commissions and Committees the following guidance in preparing the FY21 budget.

1. We propose a FY21 operating budget that will limit average single-family tax increase to no more than 2%, not including the Pentucket Middle/High School override, taking into account reasonable estimates of new growth and changes to assessed values. The proposed budget may rely on an appropriation from Free Cash in order to meet this budgetary goal. If, in order to meet this budgetary goal, the proposed budget includes any changes in organizational structure, employee head count, hours of operation and/or budgeted level of service, these changes should be specified.
2. We will carry out a clear, transparent public process for finance committee and public review of the proposed FY21 budget, upon its presentation by the Town Manager on or before January 31, 2020, taking into account information from taxpayers, town officials, department heads, Boards/ Commissions/ Committees, and residents.
3. We propose to continue to recommend that Town Meeting appropriate retired debt service into the School Stabilization Fund; and that the Town begin to draw-down the balance in that fund in FY21 based on a multi-year plan to mitigate the financial impact of the Middle/High School project on taxpayers.
4. We propose that updates and revisions to the Capital Improvement Program should be presented by the Town Manager concurrently with the proposed FY21 budget, understanding that capital planning and budgeting will continue concurrently with the overall budgeting process, and taking into account the process requirements of the Capital Improvements Committee Bylaw.
5. We will propose that the Middle Street Bridge project be added to the Capital Program, and that the recommended FY21 and FY22 appropriations be sufficient, combined with other known financing sources, to allow this project to begin construction early in FY22.
6. We propose that the FY21 budget should take into account the estimated impacts, if any, of any newly effective requirements imposed by statute, regulation or policy, and should specify the estimated impact of any such newly effective requirements.
7. We propose that, for each section of the proposed budget, specify the individual(s) or the Board/Commission/Committee that will have authority to expend the budgeted funds.

Approved by unanimous vote of the Board of Selectmen

December 18, 2019



E

**Town of West Newbury
Board of Selectmen
Tuesday, January 21, 2020 @ 7pm
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting - DRAFT**

Open Session: 7pm in the First Floor Hearing Room

The meeting was called to order at 7:18 p.m. by Chairman David Archibald.

Attendance

- ❖ Board of Selectmen: David Archibald, Glenn Kemper and Richard Parker
- ❖ Town Manager, Angus Jennings
- ❖ Asst. to Town Manager & Finance Dept., Jenny Walsh
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Chief of Police, Jeffrey Durand
- ❖ Building Commissioner, Sam Joslin
- ❖ Treasurer/Collector, Susan Yeames
- ❖ Tom Flaherty
- ❖ Dick Cushing
- ❖ Jennifer Solis

Announcements

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Town received \$1,000,000 MassWorks grant to support Middle Street Bridge project.
 - Selectman Glenn Kemper brought forward a question posed to him on what the estimated cost to the Town remains after receiving this grant. Town Manager Angus Jennings approximated that after the 1.5M grant funding, which includes a DOT small bridge grant secured by Newburyport early on, leaves an estimated 1.1M gap to be shared between the two Towns.
- Announcement of local offices on ballot for May 4, 2020 Annual Town Election. Nomination papers for election to Town Offices available at the Town Clerk's Office. Deadline to request papers March 11th.
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/volunteer> including opening for Interim appointment to Parks & Recreation Commission.

Regular Business

- A. Public Hearing on National Grid petition to install underground facilities at 19 Hilltop Circle – *John Butler, National Grid*

Entered into public hearing by full vote of the Board at 7:23 p.m.

John Butler presented the petition of National Grid covering the installation and maintenance of underground electric conduits to serve the new water tower. The Town's contractor will restore all disturbed areas. Public hearing notices were mailed in accordance with the provisions of Massachusetts General Law, Chapter 166, Sections 22

Motion was made by Selectman Glenn Kemper to approve the petition of National Grid covering the installation of underground facilities at 19 Hilltop Circle, seconded by Selectman Richard Parker.

Yes 3, No 0.

Moved out of public hearing by full vote of the Board at 7:28 p.m.

- B. Review and approval of Note results for the sale of \$1,100,000 in short-term Bond Anticipation Notes (BANs) to support two water department capital projects

Town Manager Angus Jennings reported that the Town began working with Hilltop Securities toward anticipated issuance of Bonds after Town Meeting authorization last April; however, when it became known that the Soldiers and Sailor's building had passed and authorized as debt service, Hilltop Securities recommended short-term BANs which would allow us to roll into larger more permanent borrowing in July. The results, MPL and Certificate of Award are contained in the agenda packet. Selectman Richard Parker asked for clarification on the premium which was explained by Town Clerk Michael McCarron that the interest rate is fixed and the premium is what is offered in the bidding process.

The following votes were unanimously passed, all of which appear upon the official record of the Board in the custody of the Clerk of the Board of Selectmen. Motion made by Selectman Richard Parker, seconded by Selectman Glenn Kemper.

- **Voted: to approve the sale of \$1,100,000 1.75 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated January 24, 2020, payable July 17, 2020, to Oppenheimer & Co., Inc. at par and accrued interest, if any, plus the premium of \$1,375.**
- **Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated January 7, 2020, and a final Official Statement dated January 14, 2020, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.**
- **Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.**
- **Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.**
- **Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.**

Yes 3, No 0.

C. Request for appointment of Building Inspector Sam Joslin as ADA Coordinator

Sam Joslin was welcomed by the Board of Selectmen and gave an update on his first couple of weeks on the job which has been positive.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Sam Joslin as ADA Coordinator.

Yes 3, No 0.

D. Request to approve new job description establishing a Lieutenant position in the Police Department – *request of Chief Durand*

Tabled to future agenda in order to obtain more information and to align with contract negotiations

E. Discussion of Pipestave parking and potential improvements – *request of Parks & Rec Commission*

Town Manager Angus Jennings, in the absence of representation from the Parks & Rec Commission, spoke of the proposal that was brought forward in the Fall of 2018 but, due to the timing, fell by the wayside. The Commission has continued to emphasize the need for a solution to the ongoing problem of parking and the conflicts that arise. The idea is to have a civil engineer, without preconceived notions of potential solutions, perform a study of this issue.

Discussion took place about how to move forward and the need for mediation between the stakeholders.

Tom Flaherty, having arrived late, joined the discussion on behalf of the Parks and Rec Commission. He offered his suggestions for improvement which included creating a circular path for the equestrian group, connecting with DPW after regular hours (3:00pm) as to not interfere with their operations and utilizing significant parking on Dunn upper field. He reviewed past conflicts and how they were managed successfully. Ideas were exchanged on how to temporarily work around the issues until a more permanent solution can be found. When asked about an engineering study, Tom suggested asking the firm for several options (i.e., use existing, moderate, expansion).

Town Manager Angus Jennings suggested including an article on the warrant with the expectation that quotes will be solicited over the next few weeks. Depending on the outcome, the Board could either keep the article or remove it from the warrant. The Board agreed.

F. Discussion of pet waste left on Town properties, establishment of fines, method of enforcement

Chairman David Archibald expressed his personal frustration with the lack of fines for pet waste left on public property (bagged or otherwise).

Motion was made by Chairman David Archibald to establish a fine of \$10,000 to any pet owner who is found to improperly dispose of pet waste on public property.

Discussion: To stress the point that, unless enforced, a fine of any amount will not correct the situation, Dick Cushing of Maple Street recalled an incident involving an off-leash dog behaving aggressively toward another and the owner becoming belligerent. The incident was reported to police; however, no penalties were imposed. The Town will need to rely on the public to report infractions to authorities and will talk to police about enforcement.

Selectman Richard Parker seconded the earlier motion.

Discussion: Selectman Richard Parker stated that the fine should be a smaller amount; however, the issue is serious and warrants a fine larger than \$25.00 which is the current fine for not adhering to the leash law. It is also believed that there should be no warning.

Motion was made by Selectman Richard Parker, seconded by Selectman Glenn Kemper to establish and impose a fine of \$50 for first offense to any pet owner who is found to improperly dispose of pet waste.

Discussion: Selectman Glenn Kemper noted the need to contact police and the ACO to let them know we are serious. Jen Solis of the Daily Times inquired if this needs to be brought before the Town. Town Clerk Michael McCarron confirmed that this needs to be a by-law change and brought before the Town.

Selectman Richard Parker amended the motion to propose an article for Spring Town Meeting, seconded by Selectman Glenn Kemper to establish and impose a fine of \$50 for first, and subsequent, offense to any pet owner who is found to improperly dispose of pet waste.

Yes 3, No 0.

G. Vote to establish Page School Playground Gift Account pursuant to MGL c.44 s.53A

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to establish the Page School Playground Gift Account in accordance with the provisions of MGL c 44 s 53A; and, to accept gift funds for said Page School Playground Gift Account and authorize the expenditure of such funds for the study, support, maintenance, repair, reconstruction and all other costs pertaining to the Page School Playground.

Discussion: Selectman Richard Parker asked what the provision was for handling these funds should the article not be approved. Would they be returned to the donors? Town Clerk Michael McCarron noted that there would always be work needed on the playground. Town Manager Angus Jennings added that the funds could only be expended for the stated purpose but can be carried over from year to year.

Yes 3, No 0.

H. Method of appointment of Memorial Day Parade Chairperson pursuant to approved Parade Guidelines

Chairman David Archibald expressed that it is the desire of the Board to choose a Parade Chairperson relatively soon. Selectman Glenn Kemper asked if the Parade Chairperson would be in charge of the budget? Chairman David Archibald stated it is not the intent to have this person in charge of the budget but the idea is that they would be in charge of implementing the policy guidelines on the day of the parade. After some discussion, the Board decided they would make their choice at the Board of Selectmen's meeting on February 18, 2020 and set the deadline for applications to February 12, 2020.

I. Announcement and discussion of Municipal Vulnerability Preparedness (MVP) workshop scheduled for Saturday, February 29th from 9am to 4pm

Selectman Richard Parker talked briefly about this invitation event. The point of the workshop is to gather a group of individuals with a unique perspective or knowledge about the community's vulnerabilities to discuss the specific issues and how to address them.

J. Update on FY21 budget process and timeline

Chairman David Archibald noted the most important date on the FY21 Budget Schedule (contained in the agenda packet) as being January 31st at noon when the Town Meeting Warrants close and article requests are due to the Town Manager. Town Manager Angus Jennings reviewed the FY20 year-to-date expenditures which is contained in the agenda packet.

K. Meeting minutes: January 6, 2020; January 6, 2020 (regional meeting with Congressman Moulton); July 22, 2019; July 15, 2019

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to approve both sets of minutes from January 6, 2020 as written.

Yes 2, No 0. (Selectman Glenn Kemper abstained)

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to approve the minutes of July 22, 2019 and July 15, 2019 as written.

Yes 3, No 0

Town Manager Updates

L. Status update and anticipated timeline for Middle Street Bridge project

Town Manager Angus Jennings reviewed the 25% Design Plans (contained in the agenda packet). It is estimated that full engineering and permitting will be complete in March 2021. Chairman David Archibald asked about the timeline for using the MassGrant award. Town Manager Angus Jennings explained that the contract needs to be executed by the end of this Fiscal Year and the project has to be complete within three (3) years after that.

M. Update on designer selection process for Soldiers & Sailors Memorial Building

Town Clerk Michael McCarron shared that there were three (3) accepted proposals. All were highly qualified. The Town selected and sent a letter to Spencer, Sullivan & Vogt and are negotiating a contract. Chairman David Archibald discussed the possibility of obtaining a Mass Historical Commission grant that the Soldiers & Sailors building would qualify for. The maximum grant award is \$100K which is highly unlikely and would more likely be around \$50K. Deadline to apply would be March 31st and would require the help of the design firm. Selectmen Glenn Kemper suggested the Historical Commission take on this initiative. Town Manager Angus Jennings added that he would reach out to the Carr Post Building Committee members to see if the volunteers could take on the overwhelming amount of work involved, without that the Town doesn't have the bandwidth to support the initiative.

N. Updates from January 16, 2019 meeting of the Community Preservation Committee

Memo contained in the agenda packet.

O. Update on MVPC mapping work pursuant to Local Technical Assistance work scopes

Informational. Town Manager Angus Jennings updated the Board on the GIS data layer of capital projects to supplement the Town's Capital Plan that will be presented to the Board in the near future. The other scope is a GIS layer of historical properties being created with the goal to eventually become interactive.

P. Follow up meeting assignments

Set Monday, January 27, 2020 at 4:00 p.m. for budget discussions.

Q. Placing items for future agendas

Selectman Glenn Kemper made a motion which was seconded by Selectman Richard Parker to adjourn the meeting at 9:24 p.m.

Yes 3, No 0.

Respectfully submitted, Jennifer Walsh

Town of West Newbury
Board of Selectmen
Monday, June 10, 2019 @ 7pm
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting - DRAFT

Open Session: 7pm in the First Floor Hearing Room

The Meeting was called to order at 7:12 p.m. by Chairman David Archibald.

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Community Bandstand Summer Concert Series begins Thursday, June 13th. Every Thursday through August 29th, 6:30-8pm, Rain or Shine! Performers listed on Town website (events calendar) Schedule contained in Agenda Packets. No concert July 4, 2019 – Independence Day. In the event of rain concerts will take place in the Annex Building.
- Bicentennial events in July! More details online on Town website events calendar.
 - o July 6th Opening Day at Annex/Bandstand/Town Office (pancake breakfast, Town Picture)
 - o July 8th History and Heritage Day, Town Hall, Exhibit noon-6pm, reception 6-8pm
 - o July 9th Ice Cream Social, Long Hill Orchard, 6-8pm
 - o July 10th Student Art Show, "What West Newbury Means To Me," Page School, 2-6pm
 - o July 11th Bandstand and Movie Night, concert 6-8pm, movie 8:30-10:30pm
 - o July 12th Old Fashioned Dance (and barbeque), Town Hall, 6-11pm (ticket purchase required)
 - o July 13th Family Field Day, Pipestave Hill, field day/picnic, concerns, light show and fireworks!
- Tickets still available! West Newbury Day at Fenway Park, Red Sox v. Angels, Friday, August 9th
- There will be a discussion at a future Board Meeting to address controversy regarding the Memorial Day Parade in order to gather more information and have an organized discussion.

Regular Business

- A. Meeting w Rep. Lenny Mirra re Merrimack River Task Force / Combined Sewer Overflows

Environmental Protection Agency handout contained in Agenda Packets. Discussion took place as to what a Combined Sewer Overflow event is. This occurs when there is untreated runoff on a day with heavy precipitation. On these types of days the treatment facilities are overwhelmed when the treatment plants reach capacity and cannot handle the volume of inflow. When it reaches a certain level it overflows sending untreated discharge containing pollutants into the river. Senator Tarr explained that when the Clean Water Act was passed large events were tested at sewerage plants. Plants are issued a permit by the National Pollution Discharge Elimination System which sets the limit. When the limit is exceeded it triggers notification. Licensed operators are on duty at all times providing oversight.

Step 1 Information

Step 2 Take Action

Senator Tarr would also like to see notification take place to affected communities.

- B. Request to place signs on public property, flag football registration, West Newbury Youth League

Related emails and Town's Policy on signs are contained in the Agenda Packets.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve this request.

Further discussion took place regarding the amount of time requested being excessive. This timeframe also encompasses the Bicentennial Events in town.

Selectman Kemper amended his original motion which was seconded by Selectman Parker to allow for signs for this event for one month from July 15 until August 15, 2019.

Yes 3, No 0.

- C. Review of resident correspondence and staff recommendations regarding Chase Street vehicle safety

Written report from Jeffrey Durand, Police Chief and emails regarding Chase Street contained in the Agenda Packets. After discussion of Police directed patrols on this street Chief Durand reported that no tickets were issued for speeding. He explained that the area is not thickly settled and the Speed Limit is 40 mph. and is not posted. Chief Durand advises lowering the speed limit to 30 mph. Wayne Amaral, DPW Director is working to get this speed limit lowered with the MA state Department of Transportation. The DPW Director is also requested to post signs until the process with the DOT is completed such as Children at Play.

- D. Approval of deed to transfer ownership of Pipestave Apartments and land to Housing Authority

Attested copy of Town Meeting vote, copy of deed, Form A Map, Minutes of West Newbury Housing Authority Meeting of May 23, 2017 accepting property, memos, Title 5 Inspection report and Smoke and Carbon Monoxide Inspections are contained in the Agenda Packets.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve the deed in order to transfer ownership of the property as of July 1, 2019.

Yes 3, No 0.

E. Requests for intra-departmental Line Item Transfers - *referrals to Finance Committee*

- a. Fire Dept.: \$10,000.00 transfer from Fire Alarm Wages to Fire Expenses
- b. Fire Dept.: \$5,000.00 to transfer from Fire Drills to Fire Expenses
- c. Fire Dept.: \$5,000.00 from Fire Administration to Fire Expenses
- d. Fire Dept.: \$5,000.00 from Fire Alarm and Communications to Fire Expenses

Copies of Requests for Appropriation and other documentation contained in the Agenda Packets.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve Fire Department Transfers A – D listed above.

Yes 3, No 0.

- e. DPW: \$4,000 from Street Paving/Repairs to DPW Expenses
- f. DPW: \$5,000 from Public Street Lights to Road Machinery Operating Expenses

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve DPW Transfers E and F listed above.

Yes 3, No 0.

F. Execution of amended Pentucket Regional School District Regional Agreement

Copy of Amended Agreement contained in Agenda Packets.

Motion to approve changes to original agreement made by Selectman Glenn Kemper, seconded by Selectman Richard Parker.

Yes 3, No 0.

G. Review/revision of Committee Charge for Carr Post Building Committee

Memorandum from Angus Jennings, Town Manager, and Minutes of Meeting related to this project are contained in Agenda Packets. Angus stated that he is looking for clarification from the Board of Selectmen regarding the day to day issues and division of labor. He is looking specifically for the following direction from the board:

- 1.) Clarify that the Finance Department is the Board's implementation agent for the Board of Selectman policy that has already been set with the developer of Drake's Landing.
- 2.) Define the scope for the Committee

After discussion regarding this Committee as well as the Board's wishes regarding supervision of this project Angus will be drawing up the charge of this committee for the next meeting. Bob Janes stated that he felt that the serious issues of this building are related to the Turret, the roof and the chimney. He stated that a qualified Mason with historical preservation experience is needed. It was also suggested that an escrow from the Developer be established for the landscaping at Carr Post rather than landscaping the Property to have to dig it up when renovations are being completed and have to repeat this work.

H. FY20 Committee appointments (partial)

Selectmen Designees to Committees

Capital Improvements Committee

Motion was made by Selectman Glenn Kemper, seconded by Chairman David Archibald to nominate Selectman Richard Parker to this committee with a term ending June 15, 2020.

Yes 3, No 0.

Community Preservation Committee

Motion was made by Selectman Glenn Kemper, seconded by Chairman David Archibald to Nominate Selectman Richard Parker to this committee with a term ending June 15, 2020.

Yes 3, No 0.

Investment Policy Committee

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to Nominate Selectman David Archibald to this committee with a term ending June 15, 2020.

Yes 2, No 0, Abstain 1 (Archibald)

Pentucket School Building

Motion was made by Selectman Richard Parker, seconded by Chairman David Archibald To nominate Selectman Glenn Kemper to this committee with a term ending June 15, 2020.

Yes 2, No 0, Abstain 1 (Kemper)

After discussion it was agreed that the Stormwater Regulation Committee would be disbanded for FY '20.

Conservation Committee

Angus Jennings, town Manager appoints Judy Mizner and Wendy Reed to this Committee.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to Reaffirm the Town Manager’s Appointments to the Conservation Commission with a term ending June 15, 2022.

Yes 3, No 0.

Personnel Advisory Committee

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker To appoint Judith Mizner and Catherine Conrad to this committee with a term ending June 15, 2020.

Yes 3, No 0.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Ryan Goodwin to this committee with a term ending June 15, 2020.

Yes 3, No 0.

Open Space Committee

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Patricia Reeser, A. Don Bourquard and John Dodge to this committee with a term ending June 15, 2022.

Yes 3, No 0.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Wendy Reed as an Alternate Member of this committee with a term ending June 15, 2020.

Yes 3, No 0.

Planning Board

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Wendy Reed as an Associate Member of this Board with a term ending June 15, 2020.

Yes 3, No 0.

Finance Committee

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Gary Roberts and Nathan Kelly to this committee with a term ending June 15, 2022.

Yes 3, No 0.

Registrars of Voters

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Rosamond Veator to the Board of Registrars with a term ending June 15, 2022.

Yes 3, No 0.

Zoning Board of Appeals

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Judith Gregg to this committee with a term ending June 15, 2024.

Yes 3, No 0.

Harbor Committee

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Thomas Goodwin and Terence Hartford to this committee with a term ending June 15, 2022.

Yes 3, No 0

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Steve Boyd as an Associate member to this committee with a term ending June 15, 2022.

Yes 3, No 0.

Council on Aging

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Marjorie Peterson, Joseph Publicover, Richard Preble and Mary Harada to this committee with a term Ending June 15, 2022.

Yes 3, No 0.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Theresa Woodbury to this committee with a term ending June 15, 2020.

Historical Commission

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Robert Janes to this committee with a term ending June 15, 2022.

Yes 3, No 0.

Mill Pond Committee

Motion made by Selectman Richard Parker, seconded by Selectman Glenn Kemper to appoint Deborah Hamilton, Ryan Goodwin, Zip Corning and Matthew Shwom to this Committee with a Term ending June 15, 2022.

Yes 3, No 0.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Robin Pendergast as a full member of this committee with a term ending June 15, 2022.

Yes 3, No 0.

Motion was made by Selectman Richard Parker, seconded by Selectman Glenn Kemper to appoint Polly McDowell as an associate member of this committee with a term ending June 15, 2020.

Yes 3, No 0.

Capital Improvements Committee

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Polly McDowell to this committee with a term ending June 15, 2022.

Yes 3, No 0.

Cable Advisory Committee

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to appoint Glenn Kemper to this committee with a term ending June 15, 2020.

Yes 2, No 0, Abstain 1 (Kemper)

Cultural Council

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Jocelyn Consentino and Rose Vetere to this committee with a term ending June 15, 2022.

Yes 3, No 0.

It was later voted to rescind the vote above.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Jocelyn Consentino, Rose Vetere, Amy Friend and S. Helena Dion to this committee with a term Ending June 15, 2022.

Yes 3, No 0.

Community Preservation Committee

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Sherry Pruyne at-large-member to this committee with a term ending June 15, 2022.

(Member Mary Harada is re-appointed by the Housing Authority).

Energy Advisory Committee

Motion was made by Selectman Glenn Kemper, seconded by Selectman David Archibald to appoint Elisa Grammer and Arthur Wallace to this committee with a term ending June 15, 2020.

Yes 3, No

Motion was made by Selectman Glenn Kemper, seconded by Selectman David Archibald to appoint Richard Parker to this committee with a term ending June 15, 2020.

Yes 2, No 0, Abstain 1 (Parker)

Investment Policy Committee

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Lark Madden and Jean Trim to this committee with a term ending June 15, 2022.

Yes 3, No 0.

River Access Committee

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Robert Phillips, Jr., Elisa Grammer and Barry LaCroix to this committee with a term ending June 15, 2020.

Yes 3, No 0.

Bicentennial Committee

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Stephen Swallow, KC Swallow, Krystelle Griskiewicz, Cindy Sauter, Gregory Garnache, Judith Gregg and Jocelyn Fassett to this committee with a term ending June 15, 2020.

Yes 3, No 0.

Veteran’s Grave Officer, Bridge St., Rural & Merrimack Cemteries

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Robert Janes with a term ending June 15, 2020.

Yes 3, No 0.

WN Rep to the Board of Directors of the Eastern District- Veterans’ Affairs

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Robert Janes with a term ending June 15, 2020.

Yes 3, No 0.

Merrimack Valley Planning Commission

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Brian Murphey as the West Newbury representative with a term ending June 15, 2020.

Yes 3, No 0.

- I. Review and approve job description for Planning Board Administrative Assistant

Memorandum from Town Manager and Job Description contained in Agenda Packets. After discussion

Motion was made by Selectman David Archibald, seconded by Selectman Richard Parker to approve and to strike the salary notation and post with Level 3-4 salary grade.

Yes 3, No 0.

- J. Review and approve FY20 employee wage schedule (partial)

Item Tabled.

- K. Updates on active projects, esp. current through end of FYI9 (June 30, 2019)

Working Draft contained in Agenda Packets.

- L. Review/revise upcoming Board of Selectmen meeting schedule

After discussion the Board set the following Meeting Schedule:

July 15, 2019

July 22, 2019

August 5, 2019

August 19, 2019

September 3, 2019

Town Manager Updates

M. Updates on planning for July Bicentennial events (esp. July 13th Family Field Day at Pipestave)

Bicentennial Field Day proposed parking plans contained in the Agenda Packets.

N. Potential State funding for accessibility improvements to Page School playground(s)

Memorandum and Brochure contained in the Agenda Packets.

O. Follow up meeting assignments

O. Placing items for future agendas

There will be a future joint meeting with the Board of Health and Board of Library Trustees to fill vacancies on these Boards.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to Adjourn the meeting at 9:35 p.m.

Yes 3, No 0.

Respectfully submitted, Mary DiPinto



Town of West Newbury
Board of Selectmen
Tuesday, May 28, 2019@ 7pm
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting - DRAFT

Open Session: 7pm in the First Floor Hearing Room

The Meeting was called to order at 7:12 p.m. by Chairman David Archibald.

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Recap of Memorial Day events on Monday, May 27th
 - o Laying of wreaths, lowering the flag, remembrance of war and hopes for peace.
 - o Parade at 10:30 am, followed by ceremony on Training Field, then cookout at Public Safety
- Openings on Town Boards, Commissions and Committees
Interested residents are urged to contact the Town Manager.
- Council on Aging Food Drive, Sun., June 2nd from 1 lam-1pm at the Food Mart. Every donation helps!
- Kick-off meeting of Merrimack River Task Force, June 7th from 10am to noon at Northern Essex Community College Technology Center Room 103 A & B, 100 Elliott Way, Haverhill

Regular Business

- A. Request for Street Opening Permit, 9 Robin Road, Tim Loiselle

Copies of photos, area map and stipulations of the DPW Director and Water Manager/Superintendent are contained in the Agenda Packets.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve Permit subject to stipulations of the DPW Director and Water Manager/Superintendent.

Yes 3, No 0.

- B. Requests for One Day Liquor Licenses for Bicentennial events
- a) The American BBQ, Rowley, for July 12 Bicentennial Dance at Town Hall
 - b) Mercury Brewing Co., Ipswich, for July 13 Bicentennial Field Day at Pipestave Hill

Copies of documentation are contained in the Agenda Packets.

Angus Jennings, Town Manager informed the board that all required documentation was received. The TIPS certification for The American BBQ for the July 12th event was due to expire before that date. He suggested that with board approval his office would hold the license until a renewed certification through the date of the event was received.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve both licenses.

Yes 3, No 0.

- C. Request for intra-departmental Line Item Transfer, Registrars: \$300.00 to fund early voting expenses - *referral from Finance Committee*

Copy of request for Appropriation with Finance Committee approval is contained in the Agenda Packets.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve the transfer.

Yes 3, No 0.

- D. Request for appointment of Police Officer Jay Johnson as Interim *Sergeant-Police Chief Durand*

Discussion took place with Chief Durand regarding staffing of the Police Department. Chief Durand explained that he would like to post the position in February to hold an exam in June. He would like for this position to be filled on a permanent basis by July 1, 2019. The Board would like a letter of agreement with the Police Union regarding this Interim Appointment and exam. (Officer Johnson is the senior Police Officer in the Department).

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to Appoint Officer Jay Johnson as Interim Sergeant contingent upon union agreement.

Yes 3, No 0.

- E. Board vote on staff recommendation regarding intersection stop signs at Georgetown Road/ Crane Neck

Memorandum from Angus Jennings, Town Manager and Data Collection sheets from Wayne Amaral, DPW Director are contained in the Agenda Packets.

Wayne Amaral discussed this intersection with the Board and suggested a 4 way stop. Wayne would like to see stop bars striped and then place the signs. He reported that the striping would be done after crack seal was completed in the next week or two.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to make this intersection a Four Way Stop.

Yes 3, No 0.

- F. Review of Conservation Commission correspondence regarding FY20 budgeted wages

Letter from the Conservation Commission is contained in the Agenda Packets.

Wendy Reed and Judy Mizner present to represent the Conservation Commission.

Wendy stated that the Commission was seeking Board confirmation regarding the funding of the salary for the Conservation Agent. As the current agent is due to retire at the end of June this confirmation is requested prior to making an offer of employment.

No Action Taken. The Board took this information under advisement.

Two residents were in attendance regarding the speed limit on Chase Street. Although this item was not on the agenda the Board heard their concerns. John Gregorio is a resident of 7 Chase Street. Lisa (no surname given) lives on the corner of Main and Chase Streets. Both residents expressed their concern with 13 children living on the Route 113 side of the street. They discussed what they have witnessed. John Gregorio also noted that since the bridge closure there has been more traffic on this street. Angus will have Police Chief Jeffrey Durand follow-up with the residents to hear their concerns.

- G. Review and approval of draft Animal Control Officer Memorandum of Understanding with the City of Newburyport

Copy of the Intermunicipal Agreement is contained in the Agenda Packets. Angus reported that the change in this agreement is Article 8. The Town of West Newbury will provide a 2015 Ford Explorer and the City of Newburyport will be responsible for maintenance and upkeep of this vehicle. Discussion took place regarding insurance. Angus will ask MIIA, the Town's insurer and verify that insurance is in place.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to Approve the Memorandum of Understanding for Animal Control Services with the City of Newburyport for Fiscal Year 2020.

Yes 3, No 0.

- H. FY20 Committee appointments

Angus reported that the Town Clerk's Office has assisted by mailing letters to those currently serving on Boards and Commissions to determine if they wish to continue serving. The list contained in the Agenda Packets are those that responded. Michael McCarron, Town Clerk suggested an email blast and placing an item on the Town's website requesting a response to the mailed letter. The Board requested that a deadline date of close of business June 6, 2019 be put on the website so that this item can be voted on June 10, 2019

Item Tabled until the June 10, 2019 Meeting.

- I. Designation of Board of Selectmen representatives to other Town Committees for FY20

Discussion took place regarding Committee assignments.

Item Tabled until the June 10, 2019 Meeting.

Town Manager Updates

- J. Review of DPW map of town-wide posted speed limits

A map of Town Wide Speed Limits as well as emails and Massachusetts General Law related to speed limits are contained in the Agenda Packets.

Angus reported that Wayne Amaral worked with the Merrimack Valley Planning Commission and the map was created for the first time. He stated that the map is a work in progress.

K. Middle Street Bridge Update

Bridge Inspection report containing photos included in Agenda Packets.

Angus reported that he has been communicating with the City of Newburyport in an effort to convene a joint meeting to move this project forward. The City of Newburyport received a small bridge grant for design work from the Commonwealth of Massachusetts. He has also requested an updated follow-up conceptual design as the concept he received contains two sidewalks rather than design with one sidewalk. He will continue to communicate for a joint meeting with both communities.

L. Update on planning for July Bicentennial events including July 13th Field Day at Pipestave Hill; request for authorization to use Dunn property for day-of event parking, if determined feasible

Memorandum from Angus contained in Agenda Packets. Discussion took place regarding the planning taking place regarding the July 13, 2019 events which will conclude with fireworks display at the end of the evening. The Bicentennial Committee along with Angus, the Police Chief, the Fire Chief and the DPW Director want to ensure that the traffic and flow after the conclusion of the evening runs as smoothly as possible. The Bicentennial Committee is hiring shuttle buses from the Pentucket Regional High School and Town Hall Parking Lots. Angus is seeking authorization to use the Dunn property if it is a feasible option.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to Authorize use of the Dunn property if it is feasible.

Yes 3, No 0.

M. Recent (May 23rd) meeting of residents regarding Soldiers & Sailors/Carr Post

Angus gave the Board a background review regarding work done to stabilize the building in the past. He stated that he believes that the voters should be given the option to restore the building and that a cost estimate should be determined. Previous work to stabilize the building had an expected life of 5 years and it has now been 4 years since that work was done. Angus believes that Lynne Spencer, Principal of Spencer, Sullivan & Vogt might be engaged to determine the cost estimate range to repair the building at this time. Angus also suggested that it may not be wise to be focused on the use of the building as this may change over Time. Angus has also asked that Town Clerk/Town Counsel Michael McCarron look at the potential use of Conservation Preservation Committee funds.

After discussion the Board requested that Angus add the Committee charge for this project to the June 10, 2019 Agenda.

N. Correspondence with Verizon regarding renewal of cable franchise agreement

Email from Verizon and Memorandum from Angus contained in Agenda Packets. This item will be place on the June 10, 2019 Agenda.

- O. Request for authorization for Town Manager to attend conference on May 30-31
In North Adams, MA

Memorandum from Angus contained in the Agenda Packets.

Motion was made by Selectman Kemper, seconded by Selectman Richard Parker to approve request to attend conference.

Yes 3, No 0.

- P. Follow up meeting assignments

- Q. Placing items for future agendas

- 1.) Angus will send Carr Post charge to Committee and the Board of Selectman and will ask Bob Janes for Committee's input.
- 2.) Angus reported that the Draft Working Document submitted at the previous meeting is the current work plan. The Bicentennial Celebration and the software update are currently absorbing the time of the staff.
- 3.) Board and Committee Appointments to be voted at the June 10, 2019 meeting.
- 4.) Angus will ask Police Chief Jeffrey Durand to follow up with the Chase St. residents.
- 5.) Update the Bridge information on the webpage.
- 6.) Parking issues related to the Bicentennial.
- 7.) Verify insurance on the Animal Control Vehicle.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to Adjourn to Executive Session at 9:39 p.m.

Yes 3, No 0.

Respectfully submitted, Mary DiPinto