



**Town of West Newbury**  
**Board of Selectmen**  
**Tuesday, February 18, 2020 @ 7pm**  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)  
**Minutes of Meeting**

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WEST NEWBURY, MA  
2020 MAR -3 PM 12:53

**Open Session:** 7pm in the First Floor Hearing Room

The meeting was called to order at 7:06 p.m. by Chairman David Archibald

**Present at the Meeting:**

- ❖ Board of Selectmen: David Archibald, Glenn Kemper and Richard Parker
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Asst. to Town Manager & Finance Dept., Jenny Walsh
- ❖ Town Accountant, Stephanie Frontiera
- ❖ Justin Bartholomew and Greg Labrecque, Pentucket Regional School District
- ❖ 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.
- 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 11<sup>th</sup>.
- Town awarded Commonwealth Clean Vessel Act contracts for pump-out services and new boat engine
  - Town Manager Angus Jennings updated the Board on the Clean Vessel Act grant that will continue to fund 75% of costs (up to \$8,500) for pump-out services, and a separate CVA grant recently approved to fund 75% of the costs (up to \$15,000) to repair or replace the engine on the vessel.
- Municipal Vulnerability Preparedness workshop on Saturday, February 29, 2020
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/volunteer>

**Regular Business**

- A. Requests for Special Event permits:
- a. Newburyport Spring Half Marathon – Sub 5 Race Management & C5K Sports – April 26, 2020

Discussion took place regarding the race with Chris Bernier. All appropriate paperwork has been obtained. The Board requested a donation to a local charity be made such as the Page School Playground.

**Motion was made by Selectman Glenn Kemper to approve the Special Event permit for the Newburyport Spring Half Marathon on April 26, 2020, seconded by Selectman Richard Parker.**

**Yes 3, No 0**

- b. West Newbury Awareness Walk for Williams – Jody Feudo – May 17, 2020

Krista Niles was present on behalf of the Feudo family to answer questions regarding the event. This event in no way conflicts with the next event being requested for the same day. All appropriate paperwork has been obtained.

**Motion was made by Selectman Glenn Kemper to approve the Special Event permit and waive any fees for the West Newbury Awareness Walk for Williams on May 17, 2020, seconded by Selectman Richard Parker.**

**Yes 3, No 0**

- c. Cycling event to raise funds and awareness – American Diabetes Association – May 17, 2020

Bob Cook of Newburyport was present to answer questions regarding the cycling event. All appropriate paperwork has been obtained.

**Motion was made by Selectman Glenn Kemper to approve the Special Event permit for the ADA cycling event to raise funds and awareness on May 17, 2020, seconded by Selectman Richard Parker.**

**Yes 3, No 0**

- d. Ride to end ALZ – Alzheimer’s Association – June 6, 2020

Sara Trimble was present to answer questions regarding the cycling event. The route will not interfere with High School graduation which is the same day. All appropriate paperwork has been obtained.

**Motion was made by Selectman Glenn Kemper to approve the Special Event permit for the Ride to end ALZ on June 6, 2020, seconded by Selectman Richard Parker.**

**Yes 3, No 0**

- B. Review of proposed FY21 Pentucket budget – *Greg Labrecque, PRSD Business Manager*

Business Manager Greg Labrecque discussed the proposed budget for next year and the potential effect on the Town’s budget. He attributed a \$618,000 shortfall almost entirely to out of district special education tuition and transportation. Superintendent Justin Bartholomew added that he had just learned of an additional \$225,000 in unforeseen costs that will need to be accounted for in the budget. There are also two new initiatives being proposed; free full-day kindergarten (which the state will reimburse for at the end of the fiscal year) and Chromebooks for grades 7 and 8 (for which they are seeking grants and donations) A third initiative of eliminating student fees didn’t get the support from the School Committee. A public hearing will be held on Tuesday, February 25<sup>th</sup>.

- C. Authorize execution of Memorandum of Understanding with Pentucket regarding permitting and inspections for new Middle/High School, and authorize waiver of building permit fees

Town Manager Angus Jennings reviewed the Memorandum of Understanding which is contained in the agenda packet both in draft and redlined form to highlight the edits that have been made.

**Motion was made by Selectman Glenn Kemper to endorse the Memorandum of Understanding with Pentucket Regional School District regarding permitting and inspections for the new Middle/High School, and authorize the waiver of building permit fees, seconded by Selectman Richard Parker.**

**Yes 3, No 0**

Further discussion: Town Manager Angus Jennings discussed the SRO agreement between the Town and Pentucket. It was agreed between parties that a 1-year contract (similar to the ACO and Harbormaster contracts) works better than a 3-year contract due to ever changing budgeting issues. This will be put before the Board formally on the March 2<sup>nd</sup> agenda.

- D. Consideration of applicant to serve as Memorial Day Parade Chairperson

Ilya Zeitsev was the Town's only applicant to the position of Memorial Day Parade Chairperson. He was present to answer questions and discuss with the Board his desire to serve in this role. Ilya expressed that his hope is that the guidelines would be understood and there would be little need to intervene. He believes the point is not to ban people but to get them involved.

**Motion was made by Selectman Richard Parker to appoint Ilya Zeitsev to serve as Memorial Day Parade Chairperson to June 15, 2020, seconded by Selectman Glenn Kemper.**

**Yes 3, No 0**

- E. Review and endorsement of updated cost proposal to CPC for Page School playground improvements.

Town Manager Angus Jennings reviewed the updated proposal to CPC which is contained in the agenda packet. The major change in terms of substance was reducing the footprint. Another potential change that was looked at was to do a combination of bark mulch and poured-in-place flooring. It is universally felt that this would compromise the long-term durability of the playground but something that could be considered if further cuts are needed. CPC will be considering the proposal at their meeting on Thursday, February 20<sup>th</sup>.

**Motion was made by Selectman Glenn Kemper to endorse the updated cost proposal to CPC for Page School playground improvements, seconded by Selectman Richard Parker.**

**Yes 3, No 0**

- F. Town Manager proposed FY21 Budget, including schedule of Finance Committee budget meetings

FY21 Budget Meeting Schedule is contained in the agenda packet. Current schedule still has three question marks; however, all others have been confirmed.

- G. Request for authorization to waive 15-day notice and confirmation process and to authorize the Town Manager to appoint interim staff support to Community Preservation Committee

**Motion was made by Selectman Glenn Kemper to waive 15-day notice and confirmation process and to authorize the Town Manager to appoint interim staff support to Community Preservation Committee, seconded by Chairman David Archibald.**

**Yes 3, No 0**

- H. Request for authorization to apply for Green Communities grant – *Energy Advisory Committee*

Selectmen Richard Parker explained the grant opportunity through Green Communities Act. The grant would be used to reduce the cost of town office DDC upgrades. The project was broken into two to meet GCA regulations. The first project would be to upgrade town office HVAC, VAV & baseboard from pneumatic to DDC controls. The second project would be to upgrade COA HVAC & base building HW plant from pneumatic to DDC controls. The first has to either precede or run concurrent with the second. Both proposals from B2Q are contained in the agenda packet and summarize the project economics and estimated energy savings.

**Motion was made by Selectman Glenn Kemper to authorize the Energy Advisory Committee to apply for the Green Communities grant, seconded by Chairman David Archibald and to amend the article for town building improvements and increase it by \$10,000.**

**Yes 3, No 0**

- I. Meeting minutes: May 13, 2019; April 29, 2019; April 22, 2019.

Discussion: Town Manager Angus Jennings noted that the April dates predate Selectman Richard Parker's tenure so he should abstain.

**Motion was made by Selectman Glenn Kemper to accept the meeting minutes of April 29, 2019 and April 22, 2019 as written, seconded by Chairman David Archibald.**

**Yes 2, No 0, Abstain 1 (Parker)**

Discussion: In reference to Item I on the May 13<sup>th</sup> meeting, Chairman David Archibald noted that a Select member will abstain when being voted to office and those items should reflect a 2-0-1 vote.

**Motion was made by Selectman Glenn Kemper to accept the meeting minutes of May 13, 2019 as amended to reflect the correct votes on item I, seconded by Chairman David Archibald.**

**Yes 3, No 0**

### Town Manager Updates

- J. Update on financing and designer contract status for Soldiers & Sailors Memorial Building restoration

Town Clerk/Chief Procurement Officer Michael McCarron explained he is still awaiting a Schedule of Values from the architect but expects to get into a contract by the end of this week. Town Manager Angus Jennings referenced a memo (contained in the agenda packet) that confirms the method of appropriating funds for payment of debt service from CPC, and different scenarios for borrowing associated with the Soldiers & Sailors project.

- K. Update on Capital Planning process

Informational. Memo contained in the agenda packet.

- L. Update on FY19 Town Report

Memo contained in agenda packet.

- M. Update on recent meeting with Barbara Haack regarding annual spring roadside cleanup

Town Manager Angus Jennings reported that he met with Barbara Haack recently. She has been the prime mover on the annual spring roadside cleanup with the Town also having a role. She has expressed that she would like the Town to take over the initiative. Angus will work with Jenny to get the word out through Social Media outlets and with the DPW on their part for this event.

- N. Update on activities at Brown Spring Farm

Town Manager Angus Jennings updated that there has been some activity at Brown Spring Farm. They are rehabbing the property. Memo with Building Inspector Sam Joslin contained in the agenda packet.

- O. Updates on active and pending projects

- P. Follow up meeting assignments; Placing items for future agendas

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to adjourn the meeting at 9:07 p.m.**

**Yes 3, No 0**

**Respectfully submitted, Jennifer Walsh**

**Approved by the Board of Selectmen 3-0 on March 2, 2020**