



**Town of West Newbury
Board of Selectmen
Monday, April 13, 2020
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting**

Open Session: 7pm by remote participation (see below)

Addendum to Meeting Notice regarding Remote Participation

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 23, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the West Newbury Board of Selectmen will be conducted via remote participation to the greatest extent possible.

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of West Newbury website, at www.wnewbury.org. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

GoToMeeting

Phone: (312) 757-3121

Access Code: 176-018-021

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of West Newbury website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as practicable after the meeting.

The meeting was called to order at 7:10 p.m. by Chairman David Archibald.

Participation at the Meeting:

- ❖ Board of Selectmen: David Archibald, Glenn Kemper and Richard Parker
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Assistant to Town Manager and Finance Department, Jennifer Walsh
- ❖ Board of Health Member Blake Seale
- ❖ Planning Board: Chair, Brian Murphey, Richard Bridges and Town Planner, Leah Zambernardi

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- Thanks to all of those who have donated (incl. online donations) to the Council on Aging Food Pantry!

Town Manager Angus Jennings acknowledged the generosity of West Newbury's people who, collectively, have donated \$2,700.00 to the Food Pantry Gift Account and, again, recognized the wonderful work being done by COA Director Theresa Woodbury and staff.

- Annual Town Roadside Cleanup on Saturday and Sunday, April 25th and 26th, details on Town website!

Regular Business

- A. Updates regarding coronavirus pandemic, including updates from Town Counsel regarding recent and proposed legislation regarding COVID-19

Chairman David Archibald brought forward the proposed legislation addressing local tax matters. Town Clerk/Counsel Michael McCarron explained the three local options and the votes necessary for each.

- B. Vote to extend property tax due date to June 1; to waive interest and penalties for late payments; and to extend the due date for exemption and deferral applications

Motion was made by Selectman Glenn Kemper that the Town adopt the local option set forth in Sections 10(a)(i-iii) of Chapter 53 of the Acts of 2020 to extend the due date for property tax bills from May 1, 2020 to June 1, 2020, seconded by Selectman Richard Parker.

Discussion: Selectman Richard Parker noted that it would be worth making residents aware that this does have a financial impact and the hope is that those who have the ability to pay will do so. Town Clerk/Counsel Michael McCarron stated he will draft a notice to taxpayers that will be posted on the town's website and official social media account.

Yes 3, No 0

Motion was made by Selectman Glenn Kemper that the Town adopt the local option set forth in Section 11 of Chapter 53 of the Acts of 2020 to waive any late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020 and made after its respective due date but before June 30, 2020, seconded by Selectman Richard Parker.

Yes 3, No 0

Motion was made by Selectman Glenn Kemper that the Town adopt the local option set forth in Section 10(a)(iv) of Chapter 53 of the Acts of 2020 to extend the due date for applications for exemptions from local property tax from April 1, 2020 to June 1, 2020, seconded by Selectman Richard Parker.

Yes 3, No 0

- C. Discussion of proposed FY21 Budget, incl. potential revenue/expense changes due to COVID-19

Chairman David Archibald stated that, in light of the impact that COVID 19 will likely have on forecasted revenues and expenses, it will be necessary to revisit certain previously supported line items in the proposed FY21 operating budget and Article requests. Town Manager Angus Jennings shared a summary sheet of the proposed FY21 budget; updated to include changes since presented in February but not yet reflecting recommendations from FinComm. Town Manager Jennings went through each line item in detail highlighting areas of impact and allowing for discussion. Trends suggest that there is a potential for loss of revenue from excise tax and building permits if the economic fall is long lasting. A request was made by Selectman Kemper for YTD revenue figures which Town Manager Jennings will provide at the next meeting. (discussion continued regarding warrant Articles under item E on the agenda)

D. Discussion regarding potential 1-year solid waste hauling contract for FY21 – *Blake Seale, BOH*

Discussion took place with Board of Health member Blake Seale regarding the proposed 1-year contract with G. Mello which keeps the current level of service (in place of changing to an automated pickup) but holds the same price previously offered in the FY21 contract for changing to the lower cost service. The Board is in agreement with the amended 1-year contract which will allow the Board of Health time to do the outreach regarding automated trash pickup that was previously planned but postponed due to the COVID 19 crisis. Because the contract is an extension of time on the existing contract, the Board of Health can authorize and sign the 1-year contract with G. Mello at their next meeting. The Selectmen will review a new contract in the Fall.

E. Review and discuss Board recommendations regarding proposed Town Meeting warrant articles, incl. potential increased funding for electric vehicle charging stations to support maintenance

Draft Warrants for Annual Town Meeting and Special Town Meeting are contained in the agenda packet. In consideration of potential revenue loss, Chairman Archibald suggested that the Board change their position and take no action on Articles 6, 7 and 11 on the Annual Town Meeting Warrant (Review Draft 4/9/20). Selectman Kemper requested that Article 11 be reviewed first in Executive Session. Additionally, the Board asked that all other Articles be reviewed for absolute necessity. Selectman Richard Parker didn't have the information he was waiting for and agreed to hold off until Fall Town Meeting for the increased funding for electric vehicle charging stations to support maintenance.

F. Recommendation on proposed zoning amendments – *Planning Board*

Town Planner Leah Zambarnardi reviewed the proposed zoning amendments voted unanimously to recommend to Town Meeting by the Planning Board following a public hearing on Wednesday, March 4, 2020. Proposed amendments are contained in the agenda packet highlighting insertions, deletions, and rationale for each proposal.

Town Manager Angus Jennings recommended the Planning Board consider a minor change to reference ITE in subsection 5.A.2.c.iv.g.

Town Clerk/Counsel elucidated that by removing "riding stables" from section 5.A.3.b. it prohibits riding stables on land less than 5 acres and keeping it in would allow an individual the opportunity to apply for a special permit, and suggested omitting the change unless that is the intent. Town Planner Zambarnardi will review the language.

Selectman Richard Parker asked for clarification on the revised definition of a "Bed and Breakfast" that essentially reduces the duration by 1 day and asking if that was the intent. Planning Board Chair Brian Murphey explained that this amendment was to bring the definition in synch with the Town By-Law.

The Board will make their recommendation at a future meeting.

G. Discussion of potential cancellation of 2020 Memorial Day Parade due to COVID-19

Selectman Glenn Kemper stated it was too early to commit to cancelling the Parade and, acknowledging it would be difficult to manage preparations given current staff constraints, suggested the possibility of it being a scaled-down event. Town Manager Jennings stated that the Town would need to submit with DOT for road closure soon but could rescind it later, if needed. No action was taken and consideration for potential cancellation will be taken up at a future meeting.

H. Updates from April 9 BOS meeting regarding Coffin Street/Main Street 40B housing proposal

Town Manager Angus Jennings stated that the meeting went very well and some great comments were received from the public. Staff will be preparing a FAQ to be added to the website toward the end of the week and will provide for notification of updates on the project. A site walk is planned for later this month keeping social distancing guidelines in mind. Town Clerk/Counsel suggested there be only one or two neighborhood representatives present.

I. Request for appointment of Francesca Pomerantz as full member of Tree Committee

Motion was made by Selectman Richard Parker to appoint Francesca Pomerantz as a full member of the Tree Committee, seconded by Selectman Glenn Kemper.

Yes 3, No 0

J. Adoption of updated Investment Policy Statement – *referral from Investment Policy Committee*

Chairman David Archibald recognized the tremendous amount of time and effort that has gone into reviewing and updating the Policy which adds a lot of valuable content; and, recommended adoption of the Policy Statement. Town Manager Jennings added that this was directly responsive to a consistent item in the audit management letter; and, also recommends adoption.

Motion was made by Selectman Glenn Kemper to repeal the former policy and to adopt the April 2020 Investment Policy Statement, seconded by Selectman Richard Parker.

Yes 3, No 0

K. Meeting minutes: April 7, 2020; March 30, 2020; March 25, 2020; March 4, 2019; January 7, 2019

Draft minutes are contained in the agenda packet.

Motion was made by Chairman David Archibald to accept the meeting minutes of April 7, 2020, March 30, 2020 and March 25, 2020 as written, seconded by Selectman Glenn Kemper.

Yes 3, No 0

Motion was made by Chairman David Archibald to accept the meeting minutes of March 4, 2019, and January 7, 2019 as written, seconded by Selectman Glenn Kemper.

Yes 2, No 0, Abstain 1 (Parker)

Town Manager Updates

L. Updates on Middle/High School project

M. Updates on ongoing/upcoming DPW projects

N. Update on designer contract for Soldiers & Sailors Memorial Building restoration

O. Follow up meeting assignments; and placing items for future agendas

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to adjourn the meeting at 9:23 p.m.

Yes 3, No 0

Respectfully submitted, Jennifer Walsh

Approved by Board of Selectmen 2-0 on May 11, 2020