



**Town of West Newbury**  
**Board of Selectmen**  
**Monday, March 16, 2020 @ 7pm**  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)  
**Minutes of Meeting**

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TOWN CLERK  
WEST NEWBURY, MA  
2020 MAR 26 PM 4:15

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

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

*In accordance with the Emergency Order issued by Governor Baker on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law, physical (in-person) access to tonight's Board of Selectmen open session was strictly limited, with all attendees maintaining 6' separation from one another. Instructions were provided for remote in or call in to the meeting. The meeting was televised as usual and viewable on local cable TV. Alternatively, questions/comments were allowable to the Town Manager's email address which was monitored throughout the meeting.*

**Present at the Meeting:**

- ❖ Board of Selectmen: David Archibald and Glenn Kemper (Richard Parker participated remotely)
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Police Chief Jeffrey Durand
- ❖ Fire Chief Michael Dwyer
- ❖ Lee Ann Delp, Emergency Management Agency Director
- ❖ Adam Stone, Studio and Technical Manager

**Announcements:**

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet
- Announcements regarding coronavirus (COVID-19) preparations & precautions
- Review of WNRDC request for exclusive use of Pipestave Hill for Fall 2020 events will not take place on March 16<sup>th</sup>. Will be taken up at a future meeting with advance notice provided to interested parties
- Town-wide roadside cleanup dates: Saturday and Sunday, May 2<sup>nd</sup> and 3<sup>rd</sup>, 2020

**Regular Business**

- A. Potential local emergency declaration and policy adoption regarding coronavirus pandemic

Chairman Archibald opened the meeting by acknowledging the extraordinary circumstances facing all of us. He thanked those department heads in attendance and invited comment first from Fire Chief Michael Dwyer. Chief Dwyer discussed the temporary response protocol established by the Department which will reduce the amount of unnecessary exposure that first responders have to patients displaying flu-like symptoms. Except for priority calls or critical level calls, all members have been instructed to follow the protocol which is detailed in a memo and contained in the agenda packet. Chief Dwyer said the Board of Fire Engineers is looking at different staffing models, including taking into account what other departments in the region are doing. Selectman Kemper said that information and updates should be provided back to the Board through the Town Manager.

Chairman Archibald noted that a draft emergency declaration is included in the Board's meeting materials and he asked how a local emergency declaration could help the town. Emergency Management

Agency Director Lee Ann Delp spoke to the Board about how an Emergency Declaration allows for more easily requesting resources from the State, and has been done many times in the past such as for major blizzards. Town Clerk/Counsel Michael McCarron added that the Governor has already enacted a declaration of emergency; however, it is a good idea to document that we have done this. The formal declaration would allow the Town Manager to take certain actions to control the spread of coronavirus and to expend funds in excess of appropriation if necessary. Town Manager Angus Jennings added that MEMA guidance regarding cost tracking has been circulated to all Departments in anticipation of expenses becoming reimbursable from a disaster declaration.

**Motion was made by Selectman Glenn Kemper to declare a state of emergency in the Town of West Newbury beginning on March 16, 2020 at 7:31 p.m. until further notice is given, seconded by Selectman Richard Parker.**

**Yes 3, No 0**

EMA Director LeeAnn Delp suggested that the Town Manager be the head liaison for the CodeRED emergency notification system the Town has in place for emergency notifications to residents and businesses. Discussion took place on how to manage enrollment and what is best policy for sharing information as a common message through multiple sources.

Health Agent Paul Sevigny was invited to discuss preparations and precautions put in place to help mitigate potential exposure to the coronavirus and what procedures are being put in place should there be positive cases in West Newbury. The BOH has put out a message to the public (which is contained in the agenda packet) through a town-wide mailing and other methods on how to best protect themselves and others as well as contact information for those in need of help. In order to minimize social interactions, town offices were closed to the public but remain open to staff to allow continued operation of town government. There is a heightened need to perform outreach to our seniors; and, certain staff will be reassigned to assist in these areas such as making phone calls, purchasing groceries with funds donated to the Food Pantry Gift Account and delivering groceries. Discussion took place on staffing and the handling of pay during an absence as a result of the pandemic whether it be Town directive, out of fear or from illness. The current town policy covering this topic was read aloud and is contained in the agenda packet. It was suggested that each department identify essential and non-essential employees and the potential for working from home. The Board will reconvene on this matter once additional research has been done regarding how this could best be addressed based on different staffing levels and circumstances in different town departments.

- B. Notice of appointment of Dispatch appointments and request for authorization to waive 15-day notice period and to approve employment start dates as proposed by the Town Manager:
- a. Appointment of Samantha Holt as full-time Dispatcher effective March 17, 2020
  - b. Appointment of Michael Denaro as part-time Dispatcher effective March 11, 2020
  - c. Appointment of Lorna Morgan as part-time Dispatcher upon completion of required training

**Motion was made by Selectman Glenn Kemper to waive 15-day notice period and to appoint Samantha Holt as full-time Dispatcher effective March 17, 2020, Michael Denaro as part-time Dispatcher effective March 11, 2020 and Lorna Morgan as part-time Dispatcher upon completion of required training, seconded by Selectman Richard Parker.**

**Yes 3, No 0**

- C. Presentation of FY21 Capital Improvement Committee report and recommendations – *Dick Preble*

Passed over without comment. To be taken up at a future meeting.

D. Review of request to perform work (construct trail) on Town-owned land – *Tom Neve*

Town Manager Angus Jennings gave a summary of the developer's request for authorization to construct a trail on town-owned land. He said that the developer had filed a Notice of Intent with the Conservation Commission proposing trail construction associated with the Sullivan's Court Subdivision, as had been required as a condition of the Planning Board's project approval. However he noted that he had obtained an opinion from Building Inspector and ADA Compliance Officer Sam Joslin on ADA (and AAB) requirements, and that the requirement that any trail constructed on town land be fully compliant would make the trail in the proposed location cost prohibitive. An email from Tom Neve regarding his intentions is contained in the agenda packet. Discussion took place regarding motive of the request and the Board's ability to enforce the original agreement. Manager Jennings advised that it was a requirement of the Planning Board and that their approval would be needed for any change, and that at this time they would be the entity positioned to pursue completion of the project condition. Mr. McCarron agreed.

**Motion was made by Selectman Glenn Kemper to grant permission to Tom Neve for the construction of a trail on Town-owned land with the stipulation that it be ADA compliant, as determined by the ADA compliance officer upon review of the plans. Seconded by Chairman David Archibald.**

**Yes 3, No 0**

E. Vote to declare Harbormaster boat engine surplus and authorize its disposition pursuant to Town policy

**Motion was made by Chairman David Archibald to declare the Harbormaster boat engine as surplus and to authorize its disposition pursuant to Town policy, seconded by Selectman Glenn Kemper.**

**Yes 3, No 0**

F. Discussion regarding proposed solid waste hauling, disposal and recycling contracts for FY21+, timing/method of public outreach, potential regional cost management strategies – *Blake Seale, BOH*

Passed over without comment. To be taken up at a future meeting.

G. Discuss proposed new Town Meeting warrant article to establish solid waste/recycling revolving fund

Passed over without comment. To be taken up at a future meeting

H. Review and discussion of proposed Special & Annual Town Meeting warrant articles

Passed over without comment. To be taken up at a future meeting

I. Presentation of Town Manager proposed FY21 Budget; schedule of Finance Committee budget review

Passed over without comment. To be taken up at a future meeting

J. Review of correspondence from Senator Tarr regarding FY21 state budget priorities

Senator Tarr sent a questionnaire seeking input on FY21 local budget priorities. Sidewalks and pedestrian safety, solid waste/recycling costs and special education funding were noted as among the Board's highest priorities.

K. Review of draft Board of Selectmen section for inclusion in FY19 Town Report

Passed over without comment. To be taken up at a future meeting

L. Meeting minutes: March 2, 2020, April 10, 2019; April 1, 2019

**Motion was made by Chairman David Archibald to accept the meeting minutes of March 2, 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 April 10, 2019 and April 1, 2019 as written, seconded by Selectman Glenn Kemper.**

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

#### **Town Manager Updates**

M. Middle Street Bridge – update on MOU with Newburyport and MassWorks grant

Passed over without comment. To be taken up at a future meeting

N. Finance Department work toward enabling online contributions to Town Gift Accounts

Passed over without comment. To be taken up at a future meeting

O. Update on contract with designers for Soldiers & Sailors Memorial Building restoration

Town Clerk Michael McCarron gave a brief update and is working to draft a contract with Spencer, Sullivan & Vogt.

P. Active and pending project updates

Passed over without comment. To be taken up at a future meeting

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

Passed over without comment. To be taken up at a future meeting

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to adjourn the meeting at 9:02 p.m.**

**Yes 3, No 0**

**Respectfully submitted, Jennifer Walsh**

*Approved on 3-25-2020 by Board of Selectmen 3-0*