



**Town of West Newbury**  
**Board of Selectmen**  
**Monday, April 29, 2019 @ 6pm**  
Pentucket Regional High School, 24 Main Street  
[www.wnewbury.org](http://www.wnewbury.org)  
**Meeting Minutes**

RECEIVED  
TOWN CLERK  
WEST NEWBURY, MA  
2020 FEB 19 AM 10:29

**Open Session:** 6pm in the High School Library

The Meeting was called to order at 6:02 p.m. by Chairman Glenn Kemper.

**Regular Business**

A. Annual performance review of Town Manager

Chairman Kemper stated that the purpose of the meeting is to conduct the Town Manager's annual performance evaluation as required in his employment contract. He called for comments from the members.

Selectman Archibald said that he has written up some comments. He summarized his observations of the "good," the "less good," and the overall performance of the Town Manager:

Good

- Handling unforeseen issues
- Attention to details, including finance
- Handling tough tasks
- Saying what needs to be said
- Grasping new concerns as they present themselves
- Coalescing information for Board review
- Working long hours
- Hearing all sides of an issue
- Integrity

Less Good

- Need to say no to new tasks
- Lack of triage skills
- Marathon not a sprint
- Working too many hours

Overall

Exemplary performance

Selectman Anderson and Chairman Kemper expressed agreement with Archibald's assessment. Comments were offered regarding the quality of information provided to the Board in its meeting packets, the work to institute a new accounting software which has been a goal for many years, and efforts to bring fairness and consistency to personnel matters.

Chairman Kemper said that early on in Manager Jennings' tenure it wasn't clear what the priorities were, but this is natural given the number of issues that had to be assessed initially.

Selectman Anderson offered additional comments. He said that Manager Jennings' positives include attention to detail, works hard, and works long hours. He said that areas to improve include listening to

different opinions, needs to find ways to work less, pare back the length of the meeting packets, and prioritize work for better alignment with the Board's goals.

Chairman Kemper noted that the Board has asked the Manager to provide them all the information, so suggested he may have been given mixed messages. Selectman Archibald said that the meeting packets make him feel much more prepared for meetings and better able to make decisions. Chairman Kemper noted that the electronic packets have been a big plus.

Chairman Kemper said that the budget materials for the Finance Committee meetings were far superior than prior years, and he said Manager Jennings was an excellent representative of the Town with regard to the school project. He said he thinks the Board thought the Manager job would have more day to day control over Town operations. Selectman Archibald noted that there was more pushback from other Boards than we expected.

Chairman Kemper said that Manager Jennings showed a real commitment to the Town, but that he also thinks he is working too much. He said that overall he is doing a great job, and needs to delegate more.

B. Review of Town Meeting Motions

The Board reviewed the Town Meeting motions in the packet. There were very few changes from prior drafts the Board had reviewed, and no changes to the motions resulted from the meeting.

**Annual and Special Town Meetings: 7pm in the High School Auditorium**

C. Selectmen attendance at Annual and Special Town Meetings

The Selectmen closed this portion of the meeting and moved to the High School Auditorium for the Special and Annual Town Meetings.

*The following documents were part of the meeting packet and considered at the meeting:*

- *Memo from Angus Jennings to Board of Selectmen 4/27/19 RE: Performance evaluation, reference documents*
  - *Town Manager Job Description*
  - *"90 Plan and 6 Month Priorities" provided by Board at pre-employment meeting June 2018*
  - *"West Newbury Goal Setting – Working Draft, June 2018" provided by me to Board at pre-employment meeting June 2018*
  - *FY'19 Goals and Priorities, as provided to Town Manager by individual Selectmen, in/around August 2018*
  - *September 27, 2018 Memo to Board: "RE: Status update, 90-days in office: Goals, "baseline" responsibilities and policy priorities" with Town Manager Project Management matrix, working draft updated as of 11/13/181*
  - *Report on utilization of Town email accounts, 6 months as of Feb. 14, 2019*
  - *Form of Employee Evaluation Form*
- *Special Town Meeting, April 29, 2019, Motion Lineup*
- *Special Town Meeting Motions, April 29, 2019*

*The following documents were provided at the meeting:*

- *Written notes from Selectman Archibald and Selectman Anderson; performance evaluations.*

Respectfully submitted,  
Angus Jennings, Town Manager

Approved by Board of Selectmen 2-18-2020