



**Town of West Newbury
Board of Selectmen**
Monday, December 3, 2018 @ 6pm
First Floor Hearing Room
381 Main Street, Town Office Building
www.wnewbury.org

Open Session Minutes

Chairman Kemper called the meeting to order at 6:01pm. Selectmen in attendance were Glenn A. Kemper, Chairman, Joseph H. Anderson Jr., and David W. Archibald.

Others in attendance were Town Manager Angus Jennings, Town Counsel Michael McCarron and Executive Administrator Mary Winglass.

Chairman Kemper moved to go into Executive Session under MGL Chapter 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. Second by Selectman Anderson with a unanimous roll call vote: Kemper – aye, Archibald – aye, Anderson – aye.

Chairman Kemper called the open session back to order at 6:33pm and made the following announcement: This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Unfortunately, shortly after making this statement, the Board was informed that there is a problem with the cable therefore the meeting is not being recorded tonight.

The Board of Selectmen held a joint meeting with the Finance Committee to review the following:

- A. Review of proposed reserve fund transfer of \$6,054.00 to pay insurance claim deductible

Town Manager Angus Jennings withdrew his request for a reserve fund transfer of \$6,054 for a 2011 insurance claim deductible that just came in from the Massachusetts Municipal Association. By the spring it will be clear whether a transfer is necessary for the Insurance and Bonds expense account.

Documentation: Memo from Town Manager dated November 30, 2018 and backup documentation

- B. Update on selection of new accounting and finance software

Town Manager Jennings explained that following a staff review of competitive platforms dating back to 2017, he signed a contract with Vadar Systems to provide the town's financial software and support. The signed contract was for \$25,000 which is almost half of what town meeting budgeted for at \$45,000 with a lower annual fee than what we are currently paying. The town has utilized Vadar's Property Tax Suite for years.

The plan is to convert to the new platform on July 1, 2019, the first day of FY20. Part of the transition will include a new chart of accounts modifying the account structure to allow a finer grain of budgeting.

Documentation: Memo from Town Manager dated November 30, 2018 with backup documentation

- C. Review and discussion of calendar for FY20 Budget process

The Board reviewed a draft FY20 budget calendar including the Finance Committee showing budget milestones and proposed dates.

Selectman Anderson moved to approve the FY20 Budget Calendar as proposed by the Town Manager. Second by Selectman Anderson. A discussion took place with questions from the Finance Committee with

the timeline to allow adequate time to vet the material. Town Manager Jennings expressed his desire to meet with the Finance Committee to discuss the changes this year at a meeting. Jennings explained that he will prepare a budget to the Finance Committee and Board of Selectmen after reviewing the raw numbers from each department. **Motion passed with a unanimous vote, 3-0-0.**

Documentation: FY20 proposed budget calendar

D. Continued review of Board Selectmen Budget Message for FY20 Budget
The Board reviewed the draft message/policy direction for FY20 budget and made a few amendments.

Selectman Anderson moved to approve the wording of the Board of Selectmen FY20 Budget Message/Policy direction with the amendment to remove the second bullet and sub bullets and grammatical changes. Second by Selectman Archibald with a unanimous vote, 3-0-0.

Documentation: Draft BOS FY20 Budget Message/Policy Direction

E. Working session regarding recommended Community Compact Financial Policies and recommended changes to current town financial policies
Town Manager Jennings reported on the status of consolidation of recommended community compact policies with existing financial policies, as amended. Jennings added that progress has been made working with the finance department.

Selectman Anderson suggested to work on a handful of policies tonight and to create a smaller working group to work on the remainder of the policies. Anderson proposed the review of the following policies tonight: Capital Planning, Debt Management, Financial Reserves, Forecasting, Investments and Other Postemployment Benefits Liability (OPEB).

Capital Planning

The purpose of this policy is to outline guidance for planning, reviewing and coordinating capital improvements. Adherence to this policy will help the town meet its capital needs despite limited resources.

Selectman Anderson moved to approve the Capital Planning Policy as amended. Second by Chairman Kemper with a unanimous vote.

Debt Management

This policy provides for the appropriate issuance and responsible use of debt and defines the parameters and provisions governing debt management.

Selectman Anderson moved to approve the Debt Management Policy as amended. Second by Chairman Kemper with a unanimous vote.

Financial Reserves

This policy helps the town stabilize finances and maintain operations during difficult economic periods, this policy establishes prudent practices for appropriating to and expending reserve funds.

Selectman Anderson moved to approve the Financial Reserves Policy as amended. Second by Chairman Kemper with a unanimous vote.

Forecasting

This policy assesses the range of choices available to budget decision makers when determining how to allocate resources.

Selectman Anderson moved to approve the Forecasting Policy. Second by Selectman Archibald with a unanimous vote.

Investments

All were in agreement to send this policy to the Investment Policy Committee for their input on the committee's involvement with the management of town funds.

Other Postemployment Benefits Liability (OPEB)

To ensure fiscal sustainability, this policy sets guidelines for a responsible plan to meet the Town's obligation to provide other postemployment benefits for eligible current and future retirees.

Selectman Anderson moved to approve the Other Postemployment Benefits Liability (OPEB) Policy. Second by Chairman Kemper with a unanimous vote.

Chairman Kemper moved to create a temporary policy review committee to make policy recommendations to the Board of Selectmen. Members on this committee are (1) from the Finance Committee, (1) from the Board of Selectmen and the Town Manager. Second by Selectman Archibald with a unanimous vote.

Chairman Kemper motioned to appoint Selectman Joe Anderson to the temporary policy review committee. Second by Selectman Archibald with a unanimous vote. The Finance Committee were in favor of Forbes Durey as the Finance Committee member on this committee.

Documentation: Recommended Community Compact Financial Policies and Town financial policies

Town Manager Updates:

F. Police Chief transition plan

Selectman Archibald moved to authorize the Town Manager to undertake and complete any and all issues regarding the retirement of Chief Reed and the transition to the interim Chief. Second by Chairman Kemper with a unanimous vote.

Selectman Archibald moved to authorize Sergeant Durand a 7.5% pay increase during the time of Interim Police Chief. Second by Chairman Kemper with a unanimous vote.

Swearing in ceremony for Sergeant Durand will be at 12pm on Friday, December 7th.

G. Follow up meeting assignments

H. Placing items for future agendas

Chairman Kemper moved to adjourn the meeting at 8:45pm. Second by Selectman Archibald with a unanimous vote.

Respectfully Submitted,

Mary Winglass, Executive Administrator