



**Town of West Newbury  
Board of Selectmen  
Wednesday, January 30, 2019 @ 6pm**  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)

**Open Session Meeting Minutes**

Chairman Kemper opened the meeting at 6:07pm. Selectmen in attendance were Glenn A. Kemper, Chairman, Joseph H. Anderson Jr., and David W. Archibald.

Others in attendance were Town Manager Angus Jennings and Town Counsel Michael McCarron.

**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; MGL Chapter 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; MGL Chapter 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements. Second by Selectman Anderson with a unanimous roll call vote: Kemper – aye, Anderson – aye, Archibald – aye.**

Chairman Kemper called the open session back to order at 7:25pm.

**Regular Business**

**A. Process and timing for review of Police Chief candidates**

Applications for the position of Police Chief close on Friday, February 1<sup>st</sup> by 8am. Discussion took place on the process for review of candidates to interview. This cannot be done in executive session yet the Board is striving toward confidentiality of applicants applying for the position.

Town Manager Jennings recommends in order to allow full engagement by each member of the Board in informing a slate of candidates for interview, while complying with the Open Meeting Law:

1. After the position advertisement closes on February 1st, each Board member review the applicants (including applicants from the initial advertisement that closed Dec. 26th) and provide my office your “short list” of 6-8 candidates for recommended interview. Do not discuss your recommendations with any other Board member.
2. On the basis of your recommendations, I will prepare a proposed slate of candidates for first-round interview, and provide this to the Board members, individually, for review. Board members may have questions about why specific candidates were included or not.
3. Once I have communicated with each Board member, if/as needed, I will either recirculate the same slate or, if Board member feedback results in changes in my recommendations, circulate a revised slate.
4. Once the slate is finalized, candidates will be notified and interviews will be scheduled.

Interviewing applicants for the position of Police Chief cannot be done in executive session. The Board is looking for ways to keep the applicants name confidential during the interview process. The following options were discussed: interviews to be done by the Town Manager with the Selectmen allowed to sit in on the interview with no deliberation/discussion. Other options are to have each Selectman meet individually with each application or the last option is to interview the candidates in open session.

The Board agreed to sit in on the Town Manager's interview with no deliberation/discussion. Timing for interviewing will be as follows: Selectmen will individually submit to the Town Manager their rank of applicants (1-10) by next Wednesday. Town Manager will check on any feedback or questions and set appointments after February 15<sup>th</sup> when his budget is due to the Finance Committee and Board of Selectmen.

- B. Proposed revisions to job descriptions for employees with contracts with Board of Selectmen and/or appointed by the Board

The Board was given proposed revisions (red-lined) to three job descriptions under contract and appointed by the Board of Selectmen: Executive Administrator, Town Accountant and Town Clerk/Counsel. Employees have agreed upon the changes as shown and now looking to effect the proposed changes by voting on them.

**Chairman Kemper motioned to approve the revised job descriptions for the Executive Administrator, Town Accountant and Town Clerk/Counsel. Second by Selectman Anderson with a unanimous vote.**

**Town Manager Updates**

- C. Update on revisions to job descriptions under Town Manager appointing authority

Town Manager updated the board on revisions to job descriptions for Resident Services Administrator and Treasurer/Collector.

- D. Follow up meeting assignments  
E. Placing items for future agendas

- Draft agenda for February 4th discussed to include correspondence from the Community Center Committee, posting at Mill Pond and an update on the Page School generator.
- Street Opening Permit Application came in last this afternoon for test borings for the new bridge on Middle Street/Artichoke River. The work is scheduled for Monday and as this came in last minute it was presented for the Selectmen's signatures.

**Chairman Kemper motioned to approve the Street Opening Permit for the Middle Street/Artichoke River Bridge. Second by Selectman Anderson with a unanimous vote.**

**Chairman Kemper motioned to adjourn at 7:55pm. Second by Selectman Archibald with a unanimous vote.**

Respectfully Submitted,

*Mary Winglass, Executive Administrator*

Meeting minutes approved by 3-0 vote of Board of Selectmen September 30, 2019