

**Town of West Newbury
Board of Selectmen**

Monday, December 12, 2016 6:00 p.m.
First Floor Hearing Room 381 Main Street, Town Office Building
www.wnewbury.org

Open Meeting Minutes

Chairman Anderson opened the meeting at 6:05pm. In attendance were Selectmen Joseph Anderson, Chairman, Glenn Kemper, David Archibald, Town Counsel Michael McCarron and Executive Administrator Mary Winglass.

Selectman Kemper motioned to go into Executive Session as follows:

- 1. 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.**
- 2. Executive Session Minutes of November 14, 2016, November 28, 2016 and November 30, 2016**

Second by Chairman Anderson with a unanimous roll call vote: Anderson – aye, Kemper – aye, Archibald – aye.

Open Session: Chairman Anderson called the open session back to order at 7:04pm.

Announcements: The Board announced the following:

- I. New Interim Finance Director Andrew Gould will start on Monday, January 9, 2016
- II. Tax Rate for FY 2017 is \$14.55 which is .08 less than last year; Abatement Application Deadline is February 1, 2017 and Exemption Application Deadline is April 3, 2017
- III. Official Town Website Update www.wnewbury.org. Selectman Archibald explained that the site continues to improve and asked for all Board and Committees to designate one person to be responsible for keeping their page updated.

Regular Business

- IV. Finance Committee Re: FY 2018 Budget objectives and calendar

Members of the Finance Committee were present to review the FY 2018 Budget objectives and calendar. Chairman Anderson addressed the documentation sent out by the Finance Committee on “What to Expect When Presenting an Article or Budget for FinCom Vote” as a smart move to help the departments and committee better understand what is needed when submitting an article or budget to the Finance Committee. The Board of Selectmen recommended one additional item to close the loop after the purchased has been approved as a check and balance.

Timeline: January 9th is when department budgets are due to the Finance Director; Finance Committee will receive them on January 23, 2016. Warrant and special articles

to be submitted to the Selectmen's Office by February 6th and copied to the Finance Committee.

The Board asked to contact PRSD Superintendent to meet on February 6th with the Board of Selectmen and the Finance Committee and if not on that date, when.

March 27th, 2017 was discussed as a date for a joint meeting with the Selectmen, Finance Director, Town Council, Finance Committee and the Moderator prior to posting the Town Meeting Warrant on April 7th.

Kym Codair, Chair of the Finance Committee asked the Board their position in regards to the Capital Improvements and Free Cash. The Board discussed the need for an additional process on the revenues and how to improve the projections. The Board is looking to keep budgets within the 2.5% parameter and would like to move forward identifying operating costs by segregating the budget.

V. Capital Improvements Committee Re: Asset Replacement Schedule

Dick Preble, Chair of the Capital Improvements Committee (CIC) was present to discuss a draft asset replacement schedule and explained the process which was taken by meeting with departments and reviewing past practices when preparing the schedule. The Board had recommendations and asked to review the final Asset Replacement Schedule and have some time to digest the information. Chairman Preble will email the schedule to the Board of Selectmen.

VI. Town's Right of First Refusal for 716 and 718 Main Street, MGLA Ch.61A

Chairman Anderson explained the Town's Right of First Refusal under Chapter 61A, when a landowner intends to convert such land to other uses, the Town has a Right of First Refusal. MGL Chapters 61, 61A and 61B provides tax relief for owners of forestland, farmland, and recreational land respectfully. The procedure under Chapter 61A is intended to ensure that potentially interested town entities become aware of the potential conversion, to allow them to provide input and to ensure the Board of Selectmen to make a fully informed decision on behalf of the Town.

Chairman Anderson added that the Water Department and Conservation Commission have no interest in the property; Planning Board found potential value due to its proximity to the abutting Page School, the Riverbend Conservation Area and Pipestave Hill. Board of Assessors had no comment and Jean Lambert, Co-Chair is here on behalf Open Space Committee. No response from the Finance Committee, Historical Committee or Parks and Recreation.

Ms. Lambert explained that the Open Space Committee is of two minds on this property. Some committee members felt that this property was worth considering due to its proximity to Page School for affordable housing or a community center. Lambert added

that there are others on the committee that prefer to spend the CPA funds on other priorities such as Brown Spring Farm.

A discussion took place on the land which consists of two lots carved out of a larger lot. The Board referenced a lot in the back that has been discussed in the past with the landowner. The Board decided to hold off for now and have Town Council Mike McCarron find out where the landowner stands on the back lot.

VII. FEMA-1895-DR-MA (March 2010 Floods) Disaster Closeout

A portion of the FEMA funding from the March 2010 flood has recently been approved and all the town needs to do is sign off on the documents. Due to Kris Pyle, Executive Administrator retiring her position with the town, we need to provide the State with individual(s) who are authorized as legal representatives who can sign contracts and other legally binding documents.

Selectman Kemper motioned to approve Mary Winglass, Executive Administrator as the town's legal representative to sign State contracts and other legally binding documents. Second by Anderson with a unanimous vote.

VIII. Street Opening Permits: 154 Garden Street and 141 Turkey Hill Road

Selectman Kemper motioned to approve the Street Opening Permit for 154 Garden Street per the conditions as outlined by DPW Director Gary Bill. Second by Anderson with a unanimous vote.

Selectman Kemper motioned to approve the Street Opening Permit for 141 Turkey Hill Road per the conditions as outlined by DPW Director Gary Bill. Second by Anderson with a unanimous vote.

IX. School Building Committee Update

Selectman Kemper stated that a meeting is scheduled for tomorrow night therefore he plans on having an update at the next Selectmen's meeting.

X. Insurance: Back Wage Limit and Chubb Insurance Policy

The Board decided to not make any changes to the insurance mid-year but to wait until the annual renewal.

XI. Appointments

Selectman Kemper motioned to appoint John McGrath to the Bicentennial Committee. Second by Anderson with a unanimous vote.

- XII. Approve Selectmen Meeting minutes dated November 14, 2016 and November 28, 2016

Selectman Kemper moved to approve the November 14, 2016 Selectmen Meeting minutes. Second by Anderson with a unanimous vote.

Selectman Kemper moved to approve the November 28, 2016 Selectmen Meeting minutes. Second by Anderson with a unanimous vote.

- XIII. Payroll and Invoice Warrants

Selectman Kemper motioned to approve the invoice warrant. Second by Archibald with a unanimous vote.

Chairman Anderson moved to approve the payroll warrant. Second by Archibald, motion passed with Selectman Kemper abstaining.

- XIV. Placing items for future agendas

- Selectman Archibald asked to have the half year financial statements, if possible for the next meeting. Town Counsel Mike McCarron stated that the town submitted the green communities report which makes the town eligible for another grant; his plan is to present the grant information at the next meeting.

Unanticipated Item prior to posting the agenda– Class II Used Car Licenses are renewed annually on January 1st and without having another meeting until January 9th, the Board must act tonight. All the documentation has been submitted to the town with the licensing fee.

Chairman Anderson moved to approve a 2017 Class II Used Car License to James D. Pearson, dba Pearson's Automotive, 330 Main Street, West Newbury. Second by Kemper with a unanimous vote.

Selectman Anderson moved to approve a 2017 Class II Used Car License to Crane Neck Auto, LLC, 5 Crane Neck Street, West Newbury. Second by Kemper with a unanimous vote.

Correspondence:

- Memo from West Newbury Council on Aging: Certificate of Vote.

Selectman Kemper questioned if the Director is still signing off on the warrants for the memo makes it sound like the Treasurer is the sole signature on behalf of the Council on

Aging. The Board asked to make sure that the Director signs off as well on all invoices and payroll documentation.

- Memo from Theresa Woodbury Re: Medical/Food Closet

The Board reviewed a memo from Council on Aging Director Theresa Woodbury stating that she recently has been contacted by Tim Beech to discuss updating the Food Pantry as part of his Eagle Scout Project. Tim is preparing a proposal and is willing to come in to explain it to the Board of Selectmen. Tim has a meeting set with the Friends of the WNCOA and Theresa will be updating the Council members as the project moves forward.

The Board of Selectmen were in favor of this project and asked to check with Theresa to see if Tim Beech wants to come in to meet with the Board.

Selectman Kemper motioned to adjourn at 8:29pm. Second by Anderson with a unanimous vote.

Respectfully Submitted,

Mary Winglass
Executive Administrator