



## **Town of West Newbury Board of Selectmen**

Tuesday, June 26, 2017 7:00 p.m.  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)

Chairman Archibald called the meeting to order at 6pm. In attendance were Selectmen David W. Archibald, Chairman, Joseph H. Anderson, Jr., and Glenn A. Kemper. Also present were Town Counsel Michael McCarron, Building Inspector Glenn Clohecy, Finance Director Gould and Police Chief Art Reed. Executive Administrator Mary Winglass was absent.

**Chairman Archibald moved to go into Executive Session under MGL Chapter 30A §21(a) to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (Elliot Fund); 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) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Second by Kemper with a unanimous roll call vote: Archibald – aye, Anderson – aye, Kemper – aye.**

**Chairman Archibald moved to adjourn the Executive Session at 7:10pm. Second by Selectman Anderson with a unanimous roll call vote: Anderson – aye, Archibald – aye, Kemper – aye.**

Chairman Archibald reconvened the open session at 7:16 PM in the First-Floor Hearing Room

### **Announcements:**

Chairman Archibald congratulated everyone involved in the Green Communities Grant Award Success. He stated that \$133,154 was awarded: of that 66k is for the Page School, 26k Public Safety Building, 20k for DPW building, and 21k for Children's Castle. All of the funds will go towards improvements of the lighting system. Mike McCarron stated that the town will also receive 30k in Massachusetts Incentives.

**Chairman Archibald made a motion to accept the grant. Second by Selectman Anderson. Motion Passed.**

### **Regular Business**

#### **I. Package Treatment Center Grant Steering Committee**

Town Planner, Leah Zambernardi, had previously shared with the Board via email that the town was awarded \$15,000 by DHCD's MDI program. Her email stated that this will be an economic impact analysis of infrastructure improvements, particularly for the possible use of a package

treatment facility for the town center area. She is seeking to create a small steering committee, and is requesting the Board's assistance in selecting members. Mike McCarron added that this is only for a feasibility study to see if a package treatment would be possible for the town. Selectman Kemper stated that the current septic system is placing restrictions on current businesses. Mike McCarron stated that the steering committee would be an advisory committee only.

## II. Appointments/Reappointments

Selectman Anderson requested to hold off appointing members of the Insurance Advisory Committee since that doesn't need to be done till next year. Anderson stated that members of the Bicentennial Committee, should elect their own chair. The Energy Advisory Committee will not be re-appointed at this time due to the conflict of interested being outdated.

**Chairman Archibald made a motion that the following be appointed M. Dorothy Cavanaugh of the Historical Commission, Glenn Clohecy and Gary Bill, Americans with Disabilities Asst Coordinators, Michael McCarron as Sexual Harassment Officer, Robert Janes as Stormwater Regulation Committee, Bart Bauer for Carr Post Bldg Committee, Vanessa Graham as Community Center Committee, Nick Murphy for Community Center Committee, Jill Eichhorst for Community Center Committee, Joel Grossman for Community Center Committee, Stephen and KC Swallow for the Bicentennial Committee, Nicholas DeLena for Investment Policy Committee, and Richard Davies has a 5yr appointment to the Zoning Board of Appeals with all other appointments having a term ending 6/30/2018. Second by Selectman Anderson. Motion Passed.**

**Selectman Anderson made a motion to appoint Tracy Peter to the Conservation Committee, and Brad Beaudoin to the Finance Committee with term ending 6/30/2020. Second by Chairman Archibald. Motion Passed.**

**Selectman Kemper made a motion to appoint Jennifer Conway as a member on the Historical Commission with a three-year term ending 2020. Second by Selectman Anderson. Motion Passed.**

**Selectman Kemper made a motion to appoint Cindy Sauter as a Planning Board Alternate. Second by Chairman Anderson. Motion Passed. Mike McCarron stated that that the alternate can vote only on a special permit when a Planning Board member is not present.**

**Selectman Anderson made a motion to appoint Marlene Switzer to the Carr Post Building Committee with a term ending 6/30/2018.**

## III. Review Wage Schedule

The Selectmen made corrections to the wage schedule.

**Selectman Anderson made a motion that Mary Winglass's annual pay is \$61,200. Second by Kemper. Motion Passed.**

**Selectman Kemper made a motion to approve the wage schedule Fiscal Year 2018 with Anderson's amendments. One of the amendments being that Jay Smith's hours are 20 hrs. per week. Second by Anderson. Motion passed.**

#### IV. Defining Town Manager Job Description

Selectman Anderson and Chairman Archibald had previously provided draft copies of the Town Managers job descriptions. After a brief discussion, a final draft document will be prepared for the Board's review.

Selectman Kemper stated that the next steps are to discuss the job posting and salary. Andy Gould stated that he will review all the Town Manager's salary in Essex county to help determine the salary they should offer. Selectman Kemper requested to have an Executive Session for the last meeting in July discuss the town manager's compensation and to discuss the job posting during the open session.

#### V. Annual Reviews – Goals for FY 2018

Selectmen Anderson proposed that goals are completed after the reviews. The Board agreed with this proposal. Chairman Archibald requested that the Board's reviews are completed for the meeting in two weeks, and that names will be picked out of a hat. Each member of the Board will create a list of goals for the Selectmen for the meeting in two weeks.

#### VI. Approve Selectmen Meeting minutes

The Board did not review any meeting minutes.

#### VII. Payroll and Invoice Warrants

**Selectman Kemper made a motion to accept the invoice warrants. Second by Archibald. Motion Passed.**

The Board agreed that starting the first week in August, Finance Administrator Anne Sterling will no longer assist the Planning Board as her services are not budgeted.

**Selectman Anderson made a motion to approve the Payroll Warrant. Second by Archibald. Motion passed with Selectmen Kemper abstaining.**

VIII. Placing items for future agendas

The Board wants an update from the Bicentennial Committee and Community Center and would like them to attend the meeting in two weeks.

**Selectman Kemper made a motion to adjourn. Second by Selectman Anderson. Motion Passed.** Closed the public meeting at 8:42pm

Respectfully Submitted,

Lori Dawidowicz  
Recording Secretary