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Town of West Newbury

2021 APR 14 AM 9:35

Board of Selectmen

Monday February 4, 2019 @ 7:00 p.m.

381 Main Street, Town Office Building

[www.wnewbury.org](http://www.wnewbury.org)

**Minutes of Meeting – Revised (Item C to be tabled) Agenda**

The Meeting was called to order at 7:15 p.m. by Chairman Glenn Kemper.

Announcements listed on Agenda were read. Selectman Joseph Anderson also announced that he would not be seeking re-election due to personal reasons.

**Regular Business**

**A. Applications for Appointment**

- a. Phillips Robinson – Energy Advisory Committee. Application for appointment is contained in the Agenda Packet. Phillips introduced himself and gave his background information.

**Motion was made by Selectman Joseph Anderson, seconded by Selectman David Archibald to appoint Phillips Robinson to the Energy Advisory Committee with a term ending June 30, 2019.**

**Yes 3, No 0.**

- b. Polly McDowell – Mill Pond Committee. Application for appointment is contained in the Agenda Packet. Polly introduced herself and gave background information.

**Motion was made by Selectman Joseph Anderson, seconded by Selectman David Archibald to appoint Polly McDowell as an Associate Member of the Mill Pond Committee with a term ending June 30, 2019.**

**Yes 3, No 0.**

**B. Discussion with Finance Committee regarding FY'20 Budget Calendar and Board/Committee roles.**

Email from Gary Roberts of the West Newbury Finance Committee seeking clarification of roles under Town Manager form of government contained in the Agenda Packet. Discussion took place with the Board regarding what the Finance Committee's role is in the Budget process and how the roles would change with the change from a Finance Director to Town Manager. Although there has been a good relationship with the Town Manager there appears to be some confusion regarding the roles and responsibilities. The Committee wants the process to work well. Selectman Joseph Anderson stated that it is the responsibility of the Town Manager to create the budget, which then is vetted by the Finance Committee, discussed with the Selectmen and the formally voted budget then goes to Town Meeting. Forbes Durey, member of the Finance Committee stated that there was a difference of opinion the previous year regarding a budget. Angus Jennings, Town Manager inquired as to what is the budget on the floor at Town Meeting. Michael McCarron, Town Clerk/Town Counsel stated that it hasn't changed that much in recent years. The Finance Committee has been more hands on crafting the budget out of necessity. The Town Manager will create the budget with assistance from the Board of Selectmen. The Finance Committee is the Committee of Town Meeting acting on behalf of Town Meeting. The Finance Committee is the branch of Town meeting. The Statute says at the time of Town Meeting the Moderator will read the Finance Committee's recommendation. Nathan Kelly, a member of the Finance Committee inquired if the Finance Committee disagrees, should the committee put the amount they think it should be in their report? Michael McCarron stated that the budget can have multiple columns. The Finance Committee determines the motion on the floor. Selectman Glenn Kemper inquired as to when things need to be posted. Michael McCarron stated April 12, 2019.

**C. Item C related to Energy Advisory Committee request to consider Municipal Vulnerability Preparedness (MVP) designation.**

This item tabled.

**D. Cont. Discussion of PRSD Regional Agreement and School Committee work on draft Contingency Plan – Superintendent Justin Bartholomew.**

A review draft with changes to inclusive dates and proposed modification to Sec XIV (C) as proposed by Chairman Kemper to include each Town's CFO and/or Board of Selectmen designee are contained in the Agenda Packet. Also contained in the Agenda Packet is the PRSD Contingency Plan Overview Draft. Michael McCarron, Town Counsel stated that there must be a motion to authorize the Board of Selectmen to execute the following changes to the Regional Agreement and Town Meeting Votes. The language has to be the same in all 3 towns.

**E. Correspondence from the Community Center Committee regarding Committee member resignations.**

Vanessa Graham spoke of the feeling among the members of this Committee that this project was on the back burner so to speak. Selectman Kemper recognized the hard work of this committee. The communication received was accepted. Contained in the Agenda Packet is a letter from Vanessa Graham and a report of expenditures from appropriations.

**F. Review of known and potential Board of Selectmen Warrant Articles for Town Meeting.**

Memorandum from Town Manager listing articles for Spring Town Meeting, Policy discrepancy regarding Town Counsel and Bond Counsel suggested form of vote for the New Middle/High School are contained in the Agenda Packet. In addition to the items contained in the Town Manager's memorandum Town Counsel Michael McCarron brought forward the automatic articles that need to be considered as follows:

- 1) Septic Loan
- 2) Water Department Directions
- 3) 2 Community Preservation Committee proposals – Annual Funding and an Article.
- 4) A place holder for the Snow and Ice Budget

**G. Review of Community Compact Policies**

**1) Indirect Cost Allocation – referral from Town Manager and Board of Water Commissioners**

Angus stated that the Indirect Cost Allocation Policy needs to be reduced to writing. The MA Department of Revenue provided 4 different widely accepted ways of allocating these costs. Method #3 Estimate of Support Method Draft is contained in the Agenda Packet. The Water Superintendent and the Finance Department all find this method agreeable. This would codify what the Town has been doing.

**2) Capital Planning – discussion of questions from Capital Improvement Committee**

Questions raised by the Capital Improvement Committee are contained in the Memorandum from the Town Manager which is contained in the Agenda Packet.

The Memorandum also contains a section regarding an updated draft of the Investment Policy Statement which is being considered by the Investment Policy committee.

**H. Policy direction regarding potential posting of signage regarding Mill Pond ice.**

Input from the Police and Fire Chiefs are contained in the Agenda Packet. Neither Department gives an opinion on the safety of the ice.

**I. Update on application for Tenant User Liability Insurance Policy (TULIP)**

Angus reported that the quote for this insurance has been received and he thought the price seems high. He felt the next step should be to communicate with local insurers to determine whether they could give the Town a similar type of insurance policy.

**J. Review of Selectmen's Policy Booklet**

Listings of Selectmen's Policies, revisions of policies amended and policies referred for staff review and comment are contained in the Agenda Packet. The goal is to have all policies contained under one cover.

**K. Health Insurance Opt-Out Program for Fiscal Year 2020-2023.**

The original document contained a 3-year term of effect which is due to expire at the end of Fiscal '19. Angus is seeking the Board's directive as to whether this will be continued forward for budget planning purposes. Memorandum from the Town Manager as well as forms are contained in the Agenda Packet.

**Motion was made by Selectman Joseph Anderson, seconded by Selectman David Archibald, to approve the Health Insurance Opt-Out Program for Fiscal Years 2020-2023 as amended.**

**Yes 3, No 0.**

**L. Update on comments received regarding Mill Pond Management Plan.**

Memorandum from Town Manager contained in the Agenda Packet.

**M. Update on Historical Commission grant proposal for historic property surveys (Phase 2)**

This item is informational. Grant Materials and work plan for this project are contained in the Agenda Packet.

**N. Page School Generator, confirmation of project completion and generator capacity.**

Memorandum from Wayne Amaral, DPW Director regarding which items are covered under the new generator is contained in the Agenda Packet. The Board inquired as to whether this generator would also contain power to the elevator. Angus will seek an update as requested.

**O. Follow up meeting assignments**

P. Placing items for future agendas

Motion was made by Selectman Joseph Anderson, seconded by Selectman Glenn Kemper to adjourn the meeting at 9:02 p.m.

Yes 3, No 0.

Respectfully submitted, Mary E. DiPinto

*Approved by Select Board 2-0-1 (Parker abstained) on 4-12-21*