



Town of West Newbury Board of Selectmen

Tuesday, June 12, 2017 6:00 p.m.
381 Main Street, Town Office Building
www.wnewbury.org

Chairman Archibald called the meeting to order at 6:01pm. In attendance were Selectmen David W. Archibald, Chairman, Glenn A. Kemper and Joseph Anderson, Jr. Also in attendance were Town Counsel Michael McCarron and Executive Administrator Mary Winglass.

Chairman Archibald moved to go into Executive Session under 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 (Elliot Fund) and 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 and to review Executive Session Minutes dated March 30, 2017, April 18, 2017, May 15, 2017, May 22, 2017 and May 30, 2017. Second by Selectman Anderson with a unanimous roll call vote: Archibald -aye, Kemper – aye, Anderson – aye.

Chairman Archibald moved to adjourn the Executive Session at 6:56pm. Second by Kemper with a unanimous roll call vote: Archibald – aye, Kemper – aye, Anderson - aye.

Chairman Archibald reconvened the open session at 7:07 PM in the First-Floor Hearing Room

Regular Business

I. Sign Bylaw

John Elwell had previously sent an email to the Board with concerns for his signs for Maple Crest Farms particularly on the corner of Bachelor St. and Main St. Elwell stated that he also puts signs on Cherry Hill and Moulton St. Mr. Elwell stated that he places his signs on the cement pad in front of the Historical Society. Selectman Anderson stated that he believes that is state property. The Board agreed that having Christmas Tree signs is a part of the town and that they haven't seen abuse of those signs.

The Board stated that they can only have jurisdiction on signs on town owned land.

Richard Bridges Chairman of the Planning Board stated that agricultural use signs are exempted from the Sign Bylaw if they are on their own property and asked the Selectmen to have them be exempt on Town Property. Selectman Kemper stated that if they do that, there is a possibility that it may be abused. Mr. Elwell stated that Maple Crest Farms gives 10% of every Christmas Tree they sell to local education foundations. The Board agreed that anytime a sign is on town property they would need a onetime town approval, and it can be a written request with location details. They also stated that no real estate signs on town owned land for less than a day will be allowed. Bridges stated that in the new Sign Bylaw that there is a provision for portable signs that would come in every night, such as yard sale signs.

II. FY18' Wage Schedule

The Board reviewed and made changes to the wage schedule for the Fiscal Year 2018. Anderson had multiple corrections with the report and he stated the following: Mary Winglass's salary should be 61,200 with the 2% increase, and not 59,866. Lori Dawidowicz hourly rate is \$20 for both Planning Board and Selectmen. Dispatchers names are incorrect, and that the Lead Dispatcher is missing. Jason Holgreasy doesn't work for West Newbury, Theresa Woodbury hours should be 37 a week not 38. Chairman Archibald added that Jay Smith's hours were corrected to 25 hours a week.

Kemper moved to approve the wage fiscal year 2018 that is dated 6/12/17 4:07pm with the amendments. Second by Anderson. Archibald stated that he will request corrections from the finance department. Motion Passed.

III. Chapter 61A, Notice of Intent to Sell 50 Garden Street

The landowner is selling 50 Garden Street, West Newbury, MA 01985. The landowner has submitted the purchase and sale agreement for the land meeting the 61A requirements. On 6/5/2017 the Conservation Commission recommended that the Selectmen to waive its option and right of the first refusal on the land. The Planning Board made a vote on 6/6/2017 to recommend to the Selectmen that they not exercise the Town's Right of First Refusal. Patricia Reeser from the Open Space Committee had previously informed the Board that they will not be submitting any comment on the sale of this lot by 6/21/2017.

Selectman Anderson made a motion to waive the Town's ROFR regarding 50 Garden St. To ask Town Council to record a limited waiver of its rights of first refusal under Chapter 61A, at the Registry of Deeds, indicating that any waiver of West Newbury's rights should be specific to the proposed purchase terms so that if new terms are negotiated or if the sale falls through and a new proposal comes forth, the right of first refusal is triggered anew and the 120-day clock will begin again. Second by Selectman Kemper. Motion Passed.

IV. Audio Upgrade to the Town Annex

The Board discussed the upgrade to the sound system at the Annex. Chairman Archibald stated that there has been a proposal to improve the sound system, by adding 2 new speakers, 2 new speaker wires, 2 new speaker holders, and a soft speaker. Selectmen Kemper stated that the company that installs the speakers will attend the fall town meeting to make sure there are no issues. He also stated that due to the size of the hearing room that the proposed changes might not have any effect for the meetings. Mary Winglass stated when she met with HB communications and was informed the location and the angle of the speakers will make a difference. The Board agreed that they will purchase the improvements of the sound system to be installed for the Fall Town Meeting. Mary Winglass stated that HB Communications recommended that they leave

the system in the room, and Brian will build a cabinet with a lock on it. Selectman Kemper requested that while the speakers can be moved, mark the angle so they can be checked and put back in place, if needed.

Chairman Archibald moved to approve the purchase of the sound system. Second by Selectmen Anderson. Motion Passed.

V. North Shore HOME Consortium

Chairman Archibald made a motion that they send the money back to the uncommitted fund balance for this year. Second by Selectman Anderson. Motion Passed.

Selectman Kemper stated that he attended the meeting that was held between the North Shore Home Consortium and Merrimack Valley Planning Commission on 5/31/2017. He stated that community housing was discussed, and that he would like work with them on bus transportation. Selectman Kemper shared with the Board that he would really like to be involved with working with the Consortium on the transportation.

VI. Appointments/Re-Appointments

Selectman Kemper made a motion to appoint Daniel Cena as Full Time Police Department/EMA Rep, and Eric Forni as Full Time Police Department through a term ending June 30, 2020. Daniel R. Richmond, Jr., Patrick Clay, Brian Warne, Justin A. Lindahl, Kyle R. Roy, and John Cammarata, as Part Time Reserve Officers through a term ending June 30, 2018. Second by Selectman Anderson. Motion Passed.

Selectman Anderson moved to appoint Lee Ann Delp, Joelle Mather, Kara Percival, Katelyn Drago, Robert Bruno, Benjamin Jennell, and Elizabeth Schofield as Part Time Dispatchers through a term ending June 30, 2018.

Selectman Anderson moved to amend all appointments made this year to a term date of June 30th versus the previous date of June 15th. Second by Selectman Kemper. Motion Passed.

Selectman Anderson moved to appoint John McGrath to the Finance Committee with a term of one year, June 30, 2018, with the understanding that it will probably be less and that he will resign if they get a sixth person for the Finance Committee. Second by Selectmen Kemper. Motion Passed.

VII. Town Manager Hiring Process

The Board discussed that the Town Manager Search Committee be comprised of 5 members, one being a Selectman. The Board wishes that the Search Committee be made up of diverse residents of West Newbury. The Board will invite any residents that have

already applied to the Search Committee attend the first meeting in July, and any future applicants attend the 2nd meeting in July. The Board will then appoint the members of the Town Manager Search Committee at the first August meeting. The Board agreed the responsibilities of the committee will be to evaluate the resumes, conduct the initial interview, and provide the Board with 3 potential candidates. Selectman Anderson volunteered to be a Town Manager Search Committee member.

Selectman Kemper made a motion for the town to have a Town Manager Search Committee made up of five individuals, one being a Selectman. Second by Chairman Archibald. Motion Passed.

Selectman Kemper made a motion that Selectmen Joe Anderson is the selectman representative on the Town Manager Search Committee. Second by Chairman Archibald. Motion Passed.

The Board discussed that they will have a job description completed by the first meeting in August. The ad will be posted for 30 days; after 30 days the Search Committee will then begin their responsibilities. Selectman Anderson proposed to the Board that the job be posted on MMA, and he provided an example from the Mansfield Town Manager job description posting. Selectman Anderson also stated that in Essex County there are 7 Town Managers, and 12 town administrators. He is proposing that the Board research the FY 18 salary from these communities so they can make a better determination as to the salary for the West Newbury Town Manager.

VIII. Lodging Rules

Selectman Kemper stated the owners of 15 Norino Dr. have continued to rent their lodging house without a license. He stated that West Newbury has a lodging house policy in which everyone must adhere to. Selectman Anderson stated they had rented the house for a college graduation party on the overnight shift of May 20-21, and that the Police was called during that time. The Board shared with the public members that they will work with legal counsel and will be perusing legal action on the individual by the end of the week. Selectmen Kemper invited the public members to leave their phone number and name with Mary Winglass so if necessary the Selectmen can reach them.

Stew Miller, 14 Norino Dr. shared documents with Mary Winglass. The Board was already aware of the information that he had shared.

IX. Selectmen Meeting Minutes: March 27, 2017, April 3, 2017

Selectman Anderson stated that the March 27, 2017 Meeting Minutes are not completed.

Selectmen Kemper made a motion to approve the April 3, 2017 Meeting Minutes. Second by Selectmen Anderson. Motion Passed.

X. Payroll and Invoice Warrants

Chairman Archibald stated that there were questions with regards the Teamsters payments. He stated that in March and April the town underpaid because they had hired a new police officer. The new bill is retroactive to make up the difference of the underpaid bill. He also explained that Verizon has had an ongoing issue with the town billing them for personal property, such as telephone poles. The bill in question is the result of the legal settlement that took place and that the money will come out of the overlay.

Selectman Kemper made a motion to approve the Invoice Warrants. Second by Selectman Joe Anderson. Motion Passed.

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

Chairman Archibald made a motion to approve a second Payroll Warrant. Second by Selectman Anderson. Motion passed with Kemper abstained.

XI. Placing items for future agendas

- Selectman Anderson requested that all Department Heads submit their annual reviews for Fiscal Year 2017 objectives to Mary Winglass by July 7, 2017.
- Selectman Anderson reminded Mary Winglass about Scott Berkenbush's retirement.
- Chairman Archibald questioned Mike McCarron on the plan to protect the existing well fields.
- Mike McCarron stated that he had received a call from the Attorney General for Mr. Earle with the regards to the confirmatory deed for the property in Haverhill and that the Board needs to act on it. Mike McCarron will draft up deed for the Board's review for the following meeting.

Correspondence

- I. Response letter from Representative Seth Moulton Re: President Trump's tax returns

Chairman Archibald stated that the town has received a response from Representative Moulton. With regards to the Presidents tax returns letter, Winglass will send a copy of the correspondence to the petitioner.

Chairman Archibald closed the public meeting at 9:35pm

Respectfully Submitted,

Lori Dawidowicz
Recording Secretary