



Town of West Newbury Board of Selectmen

Monday, July 10, 2017 5:50 p.m.
381 Main Street, Town Office Building
www.wnewbury.org

Chairman Archibald called the meeting to order at 5:53pm. In attendance were Selectman David W. Archibald, Joseph H. Anderson, Jr. and Glenn A. Kemper. Also present were Town Counsel Michael McCarron, Police Chief Art Reed and Executive Administrator Mary Winglass.

Chairman Archibald moved to go into Executive Session under 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. 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. Second by Selectman Anderson with a unanimous roll call vote: Archibald – aye, Anderson – aye, Kemper – aye.

Chairman Archibald moved to close the Executive Session at 7:20pm. Second by Selectman Anderson with a unanimous roll call vote: Archibald – aye, Kemper – aye, Anderson - aye.

Chairman Archibald reconvened the open session at 7:30 PM in the First-Floor Hearing Room

Regular Business

I. Police Chief Reed: Reserve Officers

Police Chief Reed made the recommendation to appoint Cameron Short as a new Reserve Officer for the police department. Reed stated that Short has completed the Reserve Academy in 2016. Short has a degree in Criminal Justice, and is currently employed full time with the City of Amesbury, MA for the DPW Department. Reed stated that Short will be field trained over the next 6-9 months covering all aspects of police work. The training will consist of 400 hours and will be required to work an average of 12-16 hours a week until the training is completed. Once the training is completed the Police Department will expect him to work at least 4 shifts each month. Short has signed a 24-month contract which will start the day he completes his field training.

Selectman Anderson made a motion to appoint Cameron Short as reserve police officer with a term ending June 30, 2018. Second by Chairman David Archibald. Motion Passed.

Police Chief Reed made the recommendation to appoint Michael DeNaro as a new Reserve Officer for the Police Department. Reed stated that DeNaro has completed the Academy in 2016. DeNaro is currently attending Salem State University in an accelerated Bachelors program in Criminal Justice and Psychology. He is currently

employed full time with the MA Department of Conservation and Recreation as a Ranger. Reed stated that DeNaro will be field trained over the next 6-9 months covering all aspects of police work. The training will consist of 400 hours, and that DeNaro will be required to work an average of 12-16 hours a week until the training is completed. Once the training is completed the Police Department will expect him to work at least 4 shifts each month. DeNaro has signed a 24-month contract which will start the day he completes his field training.

Selectman Kemper made a motion to appoint Michael DeNaro as a reserve Police Officer with a term ending June 30, 2018. Second by Selectman Anderson. Motion Passed.

- II. 7:45pm PUBLIC HEARING, National Grid and Verizon New England petition for joint or identical pole locations, Stewart Street (South side of street), install four (4) new poles

Ken Dube from National Grid stated that National Grid along with Verizon are proposing to install 4 new poles along the south side of Stewart Street. Dube stated the installation will shorten the spans, and provide more reliable service especially during the harsh weather. The poles will be joint poles having services from both Nat'l Grid and Verizon. Dube stated that if necessary they will trim trees that are in the way.

Alexandria Garelnick, 210 Stewart Street, is concerned that pole P47 will be installed in the entry way to her property. She uses this entry as access to mow her field. She is also concerned that the holes that will be dug for poles will affect her stonewall. Kemper stated that the holes are not that big, and can't anticipate an issue. She also questioned why the poles state 40 class 3 pole. Dube replied that that signifies the height and width of the poles.

Selectman Kemper made a motion to approve the installation of the poles with the contingency that Gary Bill works with National Grid and the homeowner that Pole P47 does not constrict their preexisting access to their land. Second by Selectman Anderson. Motion Passed.

- III. Town Manager Search Committee

The Board met with Town Manager Search Committee Members applicants, Cindy Sauter, Dougan Sherwood, Catherine Conrad, and Bill Bachrach. Cindy Sauter introduced herself to the Board, while she is new to town, she is very interested in getting involved and helping West Newbury. She previously resided in Newburyport and has experience in the Yankee Homecoming, US Senate Academy Board, Special Olympics Board, United Way Leadership Giving Committee, HR experience, and Lighted Boat Parade. She also has 15 years of executive management experience, and holds a Masters in Community Development. Sauter stated that her experience with working with custom home builder in NH in which

they transformed a town, gave her experience in dealing with aspects of town members.

Dougan Sherwood stated that he currently works for Kendall Square with 200 employees, in which he oversaw all the hiring for about 150 people. He also has recruiting experience. Sherwood has been residing in West Newbury for a little over a year. He feels that his experience with being part of the Cambridge Business Committee and observing the Town Manager of Cambridge will help with the search for Town Manager.

Catherine Conrad has previous experience in working with members of the Board. She has served on the West Newbury Personnel Committee, and served on the Interim Finance Directory search committee. She advised the Board to have a 5yr or 10yr goals for this position within their strategic plan, and make sure that the person that is hired shares some of the same goals.

William Bachrach has experience on the Finance Committee, West Newbury Finance Director Search, Pentucket School Superintendent Search, Zoning Board of Appeals, and Parks and Recreation. Bachrach shared his experience with being on other search committees, in which there was a lot of screening involved such as reviewing resumes, grading them, phone interviews, and then in-person interviews.

The Board thanked the candidates for coming in tonight and informed them that they will vote on the members for the Town Search Committee at their first meeting in August.

IV. Cottage Advisors LLC: 363 Main Street

Chip Hall with Cottage Advisors presented the proposed plan for the street opening at 365 Main Street. Gary Bill had requested to connect the sidewalk from the crosswalk. Bill also requested that all the hot top that isn't being used be removed. Bill also stated that if a holding tank is going to go where the parking lot is located, that it should be completed before the parking lot is constructed. Once the front entrance is closed it will be a grass surface as opposed to a paved surface. Hall stated that to get the curb cut approval from the state, they will need to close the two entrances to the Carr Posts, and therefore it would require him to work on the parking lot first so workers can enter the site. Hall stated that there is about 900ft to the first house, and roughly 500ft past that, then there is a loop and he is planning to build that whole road including sidewalks and binder as part of Phase 1. The road will be rough grade gravel road. Hall stated that he will probably sign a covenant not to convey with the Planning Board, which means before Hall can convey a certain number of units, he would need to comply with pre-agreed terms.

The Board and Hall agreed that the parking lot won't be fully completed until the 28th market rate home is sold, unless otherwise advised by the Board.

Chairman Archibald made a motion to approve the change in the opening road radius, curb cut, and the improvements to the property of the Carr Posts as shown on C1.11 version date 7.10.17 which includes the sidewalk, the easement to the Buschur property, and that the improvement will not be completed until the 28th market rate unit is sold, unless otherwise advised by the Board. Second by Kemper. Motion Passed.

- V. Confirmatory Release Deed release to Richard P. Early, Jr

Selectman Kemper made a motion to sign the deed. Second by Chairman Archibald. Motion Passed.

- VI. Requests for Appropriation Transfers

Chairman Archibald moved to approve the transfer of \$4,000 from Dispatch Salaries and Wages line item to the Dispatch Overtime line item. Second by Selectman Anderson. Motion Passed.

Selectman Anderson moved to approve the transfer of \$11,000 from the Police Salaries and Wages line item to the Police Overtime line item. Second by Selectman Kemper. Motion Passed.

Selectman Anderson moved to approve the transfer of \$5,000 from the Fire Drills to Fire Alarms line item. Second by Archibald. Motion Passed.

Selectman Anderson moved to approve the transfer of \$6,000 from the Fire Admin to Fire Other Wages line item. Second by Selectman Kemper. Motion Passed.

Selectman Anderson moved to approve the transfer of \$2,500 from the Town Clerk Salary and Wages to the Town Clerk Expenses to pay for the digital imaging project. Second by Selectman Kemper. Motion Passed.

- VII. Cont. review of Town Manager job description

Chairman Archibald made some grammatical changes within the Town Manager Job Description.

Selectman Anderson made a motion to approve the draft with edits of the Town Manager Job Description. Second by Chairman Archibald. Motion Passed.

- VIII. 2017 Investment Report

Anderson briefly gave a synopsis of the investment report from the money managers, which included the OPED account, and Stabilization Fund. He also stated that the committee had a meeting about stabilization appropriation. The school stabilization

appropriation only has 50K, which is the initial appropriation from 2015. Andy Gould is supposed to be moving the funds. There also needs to be a stabilization account set-up. The Board will get clarification from Andy Gould. The committee also discussed they will review the investment policy for possible changes. The committee is currently made-up of the Finance Director, two Selectmen, 2 at large members, and then a finance committee member. Selectman Anderson recommends that the committee be made up of 3 at large, finance committee member, and selectmen. He stated that the Town Manager and Treasurer can help with the committee.

IX. Wages FY2018

Chairman Archibald stated that there was a question regarding the Park and Rec summer wages. He stated that the employees running the program are paid on an annual stipend. Mike McCarron suggested to divide the stipend over a time from May 15 to August 31, and that the employees will be paid bi-weekly. The Board agreed with the recommendation, and Mike McCarron will discuss with the Town Accountant.

Selectman Anderson stated that they are still expecting a revised copy with all the edits for wages from the Finance Director.

X. Pump out boat

Selectman Kemper stated the Salisbury Harbor Master is willing to take the West Newbury boat as a loan and then have certain days to do the pump out services, and have people that are still willing to do it in West Newbury be part of the program as well.

XI. Appointments

Chairman Archibald stated that it was requested from the Planning Board that the Planning Board recommend applicants for members to be appointed to the Board, rather than the Board of Selectmen making the recommendation for them. The Board requested that their choice of applicants be discussed at the Planning Board's following meeting.

Selectman Anderson stated there are openings on the following committees, and people that are interested are to contact the Selectmen's Office:

Finance Committee

Town Manager Search Committee through July 19

Capital Improvements Committee

Investment Committee

Council Aging

Associate Member on the Open Space Committee

Bicentennial Committee

XII. Payroll and Invoice Warrants

Selectman Glen Kemper made a motion to accept the invoice warrants. Second by Anderson. Minor discussion was held on the Amesbury Industrial Check to receive a 2% discount. There was a request to send a check to Jennifer Connors for the Summer Rec program with an attached expense report. The Board is requesting further explanation on the expense report. Motion Passed.

Chairman Archibald made a motion to approve the Payroll Warrant with the signatures that need to be added. Second by Selectman Anderson. Motion Passed with Selectman Kemper abstaining.

XIII. Placing items for future agenda

Archibald wants to have the Community Center Committee and the Bicentennial Community at a future meeting to discuss their status.

Archibald stated that the Planning Board is going to discuss the outreach on Town Center Planning, sewage treatment. Kemper stated that he wants to have a site walk on Follinsbee Lane to see how the Bylaw was applied, so future issues are avoided for the Drakes Landing project.

Mike McCarron suggested that the Board set-up an agenda for Town Meeting so the departments are more prepared. Selectman Anderson stated that the Finance Committee wants to be part of the discussion on July 24, 2017.

XIV. Defining Town Manager Job Ad

Anderson advised to have an ad for the hiring of a Town Manager in the MMA which would link to the town website. Chairman Archibald stated that he will work on the small ad, and Anderson stated that he will work on the larger ad.

Selectman Anderson requested that Mary Winglass forward the request for department heads objectives to the ones that have still not submitted them, and that they are due to the Selectman within a week.

Selectman Anderson stated that on July 24, 2017 they will discuss the Selectman goals for FY'18.

Selectman Anderson stated that road race signs be part of the use of facility form and special event application. Mary Winglass stated that Gary Bill requested that signs be posted rather than painting the road. Selectman Kemper stated signs need to be approved be part of the application process for road races, and that it is noted in the application that painting the road will not be permitted.

Selectman Kemper made a motion to adjourn. Second by Selectman Anderson. Motion Passed.

Closed the public meeting at 9:30pm.

Respectfully Submitted,

Lori Dawidowicz
Recording Secretary