



## Town of West Newbury Board of Selectmen

Monday, October 16, 2017 6:00 p.m.  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)

Chairman David Archibald called the meeting to order at 6:05pm. In attendance were Selectmen David W. Archibald, Chairman, Glenn A. Kemper and Joseph H. Anderson, Jr. Also in attendance were Town Counsel Mike McCarron Interim Finance Director Andrew Gould 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); 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. (PD Hiring); Executive Session Minutes dated October 2, 2017. Second by Selectman Kemper with a unanimous roll call vote: Archibald – aye, Kemper – aye, Anderson – aye.**

Chairman Archibald reconvened the open session at 6:33 PM in the First-Floor Hearing Room

### Announcement:

Chairman Archibald announced that the Fall Town Meeting will be October 23, 2017 at 7pm at the Annex, and the Finance Committee Booklet is available online.

### Regular Business

- I. Police Department: letter of commendation and hiring of part-time dispatcher

Police Chief Reed presented a letter of commendation to Kyle Roy for his quick actions and his ability to administer medical care which resulted in saving a women's life from a drug overdose.

Chief Reed requested the approval of the Board to hire Serena Swartz as a part-time dispatcher.

**Selectman Anderson motioned to appoint Serena Swartz, as a part time dispatcher with a term ending June 30, 2018. Seconded by Selectmen Kemper, and it carried 3-0-0.**

- II. Police Department: disposal of old (302) sedan

Police Chief Reed recommends using an old cruiser (#302) for police academy training versus using a newer vehicle. The Board discussed the rationale of using a newer car vs an older car and determined that there would be no financial difference. Also discussed was the

communication at Town Meeting to the voters that with the purchase of a new cruiser the old cruiser would be sold.

**Chairman Archibald motioned to keep with taxpayer's plan as to what was voted on and sell the vehicle. Seconded by Selectman Kemper, and it carried 3-0-0.**

Chief Reed briefly stated that he is working with DPW Director Gary Bill on a speeding signs analysis.

III. Resident Gregory Jablonski: Permission to construct a stone wall on right of way

The Board reviewed a request from Jablonski regarding his proposal to construct a stone wall at the front of on his property on the town right of way. The Selectmen were in favor; Town Counsel Mike McCarron drafted a license agreement for the Jablonski's to sign and record at the Registry of Deeds.

**Chairman Archibald motioned that the Board approve the license agreement with Gregory and Michelle Jablonski to build a stone wall on the right of way at 11 Worths Lane to be recorded at the Registry of Deeds. Seconded by Selectman Kemper, and it carried 3-0-0.**

IV. Angela Palmer: signs on town property for Pentucket Youth Lacrosse

Angela Palmer requested clarification on placing Pentucket Youth Lacrosse signs on town property. The Board defined the town right of way, and clarified the rules. Ms. Palmer requested to post signs at four different location to be removed no later than December 1, 2017. Selectman Anderson advised that she send an email request to the Board of Selectmen every year.

**Selectman Kemper motioned to accept the sign request from Angela Palmer, Pentucket Youth Lacrosse with the caveat that the signs can go up any time after the meeting, but be taken down by December 1, 2017 and for Palmer's contact information to be placed on file at the Selectmen's Office. Seconded by Selectman Anderson, and it carried 3-0-0.**

V. Dominica Costello: one-day liquor license

Jason Costello was present to receive approval for a one-day liquor license on Saturday, October 28, 2017 from 6pm to midnight to hold a Halloween Party at the Town Hall. The cost of the license is \$50 and the fee to use the Town Hall is \$60 payable to the Town of West Newbury.

**Selectman Anderson motioned to accept the one-day liquor license request and the use of the old town hall for October 28, 2017 from 6pm-12am to Jason and Dominica Costello. Seconded by Chairman Archibald, and it carried 3-0-0.**

VI. Selectmen - strategy discussion on free cash and capital planning

The Board discussed with Andy Gould and Mike McCarron different concepts on how to pay for the school building projects. The Board does not have the numbers for the high school building project, therefore a definitive plan cannot be set. The Board discussed different strategies of managing the free cash accounts for the future.

**Selectman Kemper motioned that Selectman Anderson research the possibility of utilizing the Department of Revenue-Division of Local services to assist with the town finances and report back at the earliest convenience. The members were in agreement with the motion 3-0-0.**

VII. Finance Committee: strategy discussion on free cash and capital planning

The Finance Committee discussed with the Board free cash, stabilization, and capital improvement plan. The Finance Committee stated that their desired approach is to continue having internal conversations concerning managing free cash including stabilization and then proposing those ideas such a new bylaw, or policy by the spring town meeting.

VIII. Artichoke Dairy Farm: signs on town property

Bruce Colby of Artichoke Dairy Farm sent in a request to place 4 temporary signs for raw milk at four locations in town. The Board approved the request and stated that this approval is in effect until further notice unless there is a change to the location(s).

**Selectman Kemper motioned to approve the Artichoke Dairy sign. Seconded by Selectman Anderson and it carried 3-0-0.**

IX. Michael Dwyer: one-day liquor license

**Selectman Kemper motioned to accept Michael Dwyer's one-day liquor license for October 27, 2017 from 5:30 – 7:30pm. Seconded by Selectman Anderson, and it carried 3-0-0.**

X. Clarification of signs on town property

The Board discussed that realtor directional signs are prohibited through the town; Open House signs will be allowed for the day of the open house provided they are removed immediately after the open house. The Board agreed that all signs that are in violation of the town regulation will be removed and stored at the DPW garage and kept for 30 days for the owners to retrieve them. Mary Winglass will inform the public on the town website.

**Chairman Archibald motioned that as of Monday October 23, 2017 all signs be removed that have not been approved by the Selectmen except for agriculture signs, and that all signs will be kept in the town garage for a month. Seconded by Selectman Anderson and it carried 3-0-0.**

XI. Selectmen's Meeting minutes dated August 21, 2017 and September 5, 2017

The Board briefly discussed the minutes and requested less detail with a summary of the discussion and the final vote.

**Selectman Kemper motioned to accept the minutes dated August 21, 2017 and September 5, 2017 as amended. Seconded by Selectman Kemper and it carried 3-0-0.**

XII. Payroll and Invoice Warrants

**Selectman Kemper motioned to accept the invoice warrant. Seconded by Selectman Kemper, and it carried 5-0-0.**

**Selectman Anderson motioned to accept the payroll warrant. Seconded by Chairman Archibald and it carried 5-0-0.**

XIII. Placing items for future agendas

The Board and Mary Winglass reviewed their follow-up responsibilities as an outcome of tonight's meeting.

Selectman Anderson stated that the following be on a future agenda:

- Pentucket Athletic Association
- Discussion on Open Meeting Law
- Department Head Objectives

Chairman Archibald stated that the Planning Board is considering a grant, and if agreed upon will need a signature on Monday October 23, 2017. The grant will be to hire a consultant for revamping the zoning bylaws by reviewing the regulation for home occupations and multi-family housing. The Board decided to have Leah Zambarnardi, Town Planner come in front of them to discuss the grant at 6:30 on Monday October 23, 2017, if the grant was approved by the Planning Board.

The Board discussed that they have a discussion with the superintendent in the future.

**Chairman Archibald motioned to adjourn. Seconded by Selectman Kemper, and it carried 3-0-0.**

Respectfully Submitted,

Lori Dawidowicz  
Recording Secretary