



Town of West Newbury Board of Selectmen

Monday, November 27, 2017 6:00 p.m.
381 Main Street, Town Office Building
www.wnewbury.org

Selectmen's Open Session Minutes

Chairman David Archibald called the meeting to order at 6pm. In attendance were Selectmen David Archibald, Chairman, Glenn A. Kemper and Joseph H. Anderson, Jr. Also in attendance 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) 1: Personnel Issue; 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; MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Second by Kemper with a unanimous roll call vote: Archibald – aye, Anderson – aye, Kemper – aye.

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

Announcements:

Chairman Archibald made the following announcements:

- Tree Lighting, Thursday, November 30, 2017 at 6:30pm on the Training Field
- To institute good government practices for the Town, Lt. Governor Polito will sign the West Newbury Community Compact on Friday, December 8th at 3:45pm at the West Newbury Town Office Building.
- Coordinated by Officer Mike Dwyer. Reserve Officers Mike DeNaro and Kyle Roy worked it. They were able to collect 1.5 police vehicles full of food for " My Neighbors Place" and the West Newbury Food Pantry. With all the area police departments working together there was over 5000 pounds of food and over \$800.00 collected.
- The United States Marine Corps and the Police Department will be collecting Toys for Tots through December 13, 2017 at the Public Safety Complex.
- Santa Claus is coming to Town- Santa will again for the second straight year will visit the Safety Complex on December 16th from 10:00 am till noon. Parents are encouraged to bring their children to visit Santa. Please bring a camera.

Regular Business

I. Council on Aging: Tax work-off program

Theresa Woodbury described the Senior Tax Work-Off Program. If a senior participates in the program they can work up to \$1500 per fiscal year to offset taxes. Twice a year a notification is submitted to the departments heads asking if there is a need for anybody for the Senior Tax Program. Woodbury stated that currently there is a waitlist of 4 people and currently Leah Zambenardi, Town Planner is requesting to hire someone within this program.

Selectmen Kemper suggested to hire someone from the program to possibly oversee the recycle center. This could possibly allow for more recycling days. Woodbury discussed the communication between departments could improve during a storm or power outage to help the elderly. Woodbury will send a list of communication improvement suggestions to the Selectmen.

Documentation Reviewed: Application for Seniors, Interdepartmental Cover Letter, Interdepartmental Volunteer Request Form

II. PRSD: Presentation on the School Building Project

Andy Murphy, Chairman of the School Committee, and Brad Dore, designer on the school project from Dore & Whittier presented the status on the School Building Project. This presentation has been presented to Merrimac, and Groveland. Mr. Murphy discussed the building and infrastructure issues such as old systems, and expensive repairs. Technology is limited and outdated.

Mr. Murphy explained the project milestones that have taken place since April 2015. Throughout this project, the process will be transparent to have effective communication with the community. The next public education visioning will be on December 13, 2017 to discuss key concepts. Mr. Dore explained the feasibility study which includes examining the existing building conditions, education space program, the potential options such as new construction and or renovations, develop cost estimates, and selecting the option for a schematic Design. Mr. Dore stated that 52% of eligible cost of the project is eligible for reimbursement from the state. There are specific exclusions that are not eligible for reimbursement such as field houses, artificial turf field, and more.

III. Energy Advisory Committee: Green community annual report and streetlight upgrade

Liz Callahan, Energy Advisory Committee sent an email dated November 14, 2017 requesting Selectmen signatures for the Green Communities Annual Report which is due December 11, 2017.

Selectman Anderson motioned for Chairperson of the Board of Selectmen David Archibald to sign the Green Community Annual Report. Seconded by Kemper and it carried 3-0-0.

Liz Callahan informed the Board that the Committee will soon provide information to department heads on the META Grant for municipal campus microgrid feasibility study. Rick Parker continues to work with the Town Accountant to obtain information on the street lights.

IV. Police Chief: Update on the School Resource Officer and sign at the safety complex

School Resource officer, Justin Lindahl provided an update to the Selectmen and outlined his usual daily routine and gave an update on programs he has initiated such as a safety program at the Page School, drug and alcohol prevention at the Middle School, a healthy fit for the 7th graders and was interviewed for the high school newspaper.

Police Chief Art Reed along with Sergeant Cena discussed the proposal for the electronic sign in front of the Safety Complex Building. They provided the Board with a proposed plan and all agreed to some adjustments to the design. Cena is anticipating that sign installation will be in May 2018.

*Documentation Reviewed: Project Updates for November 27, 2017 – dated November 21, 2017
Proposed Design for Sign*

V. Marie Felzani: Request for appointment to the Cultural Council

Marie Felzani and Linda Young discussed their interest in being a member on the Cultural Council. Chairman Archibald and Selectmen Kemper requested to keep the grant funding in town, if possible.

Selectman Anderson motioned to appoint Marie Felzani and Linda Young to the Cultural Council with a term ending June 30, 2020. Seconded by Kemper, and it carried 3-0-0.

Documentation Reviewed: Appointment Application dated November 20, 2017.

VI. Maple Crest Farm: Agriculture signs

The Board received an application dated November 13, 2017 from Maple Crest Farms to approve the following signs:

Corner of Bachelor Street and Main Street
Intersection of Bachelor Street and Moulton Street

Intersection of Garden Street and Rt. 113
Intersection of Ash Street and Bricket Street

The signs will be up during the following seasons:

CYO Christmas Tree 11/21 – 12/23

Strawberry – Month of June

Blueberry – Month of July

Raspberry – Month of September

Selectman Kemper motioned to accept the Maple Crest Farms sign request. Seconded by Selectman Kemper and it carried 3-0-0.

VII. Laurel Grange: Signs on public property

Russ Carr requested to put up signs for annual events held by the Grange. The signs would be placed in front of the Grange Hall, the intersections of Garden St. and Main, and on the corner at the intersection of Garden Street and Indian Hill St. The signs would be placed 30min before the start of the event and removed immediately after the close of the event. The annual events are Greens Sale, Plant Sale, and Fall Fair.

Selectman Kemper motioned to approve Russ Carr's sign request for the Laurel Grange. Seconded by Chairman Archibald, and it carried 3-0-0.

Selectman Kemper and Russ briefly discussed reversing pre-existing land swap between the Fire Station and the Laurel Grange property.

Documentation Reviewed: Email from Russ Carr dated November 20, 2017.

VIII. Rental of town buildings

There was recent event at the Annex building, in which there were bathroom facility issues. The Board agreed that if there is a facility emergency dispatch should be contacted and asked for Gary Bill and Chief Reed to discuss the process once dispatch is notified.

Documentation Reviewed: PRSD Use of Facilities Policy 2016, PRSD Facilities Use Form

IX. FY'19 Budget Message and Timeline

The Board reviewed and discussed a proposed FY2018 Annual Town Meeting Calendar.

Selectmen Kemper motioned to accept the FY2018 town meeting calendar with edits. Seconded by Selectman Anderson and it carried 3-0-0.

The Board discussed and made edits to the draft of the FY'19 Budget Message.

Selectman Anderson motioned to approve the FY' 19 Budget Message to include the discussed amendments. Seconded by Chairman Archibald and it carried 3-0-0.

Documentation Reviewed: Town Meeting Calendar, FY' 19 Draft Budget Message

X. Progression to the Town Manager

Selectman Anderson stated that there was a total of 37 qualified applications that were submitted for the Town Manager position and the preliminary interviews will be completed by December 9, 2017. Selectmen Anderson stated that he will hold a brief meeting on December 4, 2017 at 9am to update the employees on the Town Manager search as well as known changes that will occur.

XI. Payroll and Invoice Warrants

Chairman Archibald motioned to approve the invoice warrants. Seconded by Selectman Anderson, and it carried 3-0-0.

Selectman Anderson motioned to approve the payroll warrants. Seconded by Chairman Archibald, and it carried 2-0-1. Selectman Kemper abstained.

XII. Follow up meeting assignments

- Provide proper notification to residents that rent the Annex or town hall can call the dispatch if there is a facility issue.
- Address employees on the Town Manager Update.
- Send out a notification that the Selectmen will only meet on December 11, 2017 in the month of December unless an urgent matter arises.

XIII. Placing items for future agendas

Schedule initial Town Manager interviews with the Board.

Selectmen Kemper motioned to adjourn at 9:57pm. Seconded by Chairman Archibald, and it carried 3-0-0.

Respectfully Submitted,

Lori Dawidowicz
Recording Secretary