



Town of West Newbury Board of Selectmen

Monday, December 11, 2017 6:15 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 6:16pm. In attendance were Selectmen David W. Archibald, Chairman, Glenn A. Kemper and Joseph H. Anderson, Jr. Also in attendance were Town Counsel Michael 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; 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; 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; Executive Session Minutes dated November 13, 2017 and November 27, 2017. Second by Selectman Anderson with a unanimous roll call vote: Archibald – aye, Anderson – aye, Kemper – aye.

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

Announcements:

Chairman Archibald made the following announcements:

- Toys for Tots with the United States Marine Corps and the Police Department are accepting new, unwrapped gifts accepted now through December 15th. Drop off is at the Public Safety Complex
- Santa Claus is coming to Town on December 16th at the Safety Complex from 10am until 12noon.

Selectman Kemper announced that at 5pm on Christmas Eve Santa will driving around Town on a Fire truck and will be collecting food donations. You will be able to track his location on Twitter.

Selectman Anderson gave an update on the hiring of a Town Manager. The initial interviews for the Town Manager are completed and has been narrowed down to three candidates which are currently undergoing background checks and testing. The interviews with the Selectmen are tentatively scheduled for January 3 and 4, 2018.

Regular Business

I. Street Opening Permit: Woodcrest Street and Hilltop Circle

John Farnum, Eustis Cable contractor for Comcast met with the Board to discuss the request for a street opening permit on Woodcrest Street and Hilltop Circle.

Selectman Kemper motioned to approve the street opening permit request. Second by Selectmen Anderson, and it carried 3-0-0.

Documentation Reviewed: Street Opening Permit dated December 11, 2017, permit no 2017-07

II. Review of Warrant Articles

The Board reviewed a warrant request from Michael McCarron, Town Clerk. The article is to see if the Town will vote to transfer from available funds the sum of \$2,000 to pay for salaries and expenses pertaining to the operation of early voting for the 2018 state election with sums remaining by the end of fiscal year 2019 to be returned to the Town. The Board approved of the article for the Spring Town Meeting Special Article Warrant.

Documentation Reviewed: Special Article Request Form and Early Voting Cost Certificate Form for the November 2016 state elections dated Monday, November 27, 2017.

III. 2018 Class II Used Car License Renewals

Chairman Archibald motioned to approve the 2018 Class II Used Car License renewals for Turnpike Services DBA Main St. Auto, Crane Neck Auto LLC and James D. Pearson DBA Pearson's Automotive. Second by Selectmen Anderson, and it carried 3-0-0.

IV. 2018 Liquor License Renewals

Chairman Archibald motioned to approve the 2018 liquor license renewal for West Newbury Food Mart and GN Enterprises DBA West Newbury Pizza Company. Second by Selectmen Kemper, and it carried 3-0-0.

V. MIIA: 2 Year Guarantee Proposal and Annual Review

The town received a proposal from MIIA Member Services offering a renewal for FY 2019 and 2020 for property liability and workers' compensation policies. The proposal has no increase for Fiscal Year 2019 but a potential, up to 2.5% increase for Fiscal Year 2020. Chairman Archibald stated that this will be an annual increase of 1.25% over the course of 2 years.

Selectmen Kemper motioned to continue participating in the MIIA property and liability and workers' compensation programs for fiscal year 2019 and 2020. Seconded by Selectman Anderson, and it carried 3-0-0.

The Board discussed a recommendation from MIIA to change the limits on the automobile insurance from 100/300k to 250/500k underinsured/uninsured resulting in an additional \$210 annually. UM/UIM limits are provided in the event that a town owned vehicle is struck by an uninsured or underinsured motorist. Town currently has limits of \$100,000 per person and \$300,000 per accident. The quote was to increase that limit to \$250k/\$500k for additional protection.

Selectmen Kemper motioned to accept MIIA's insurance recommendation to change the limits from 100/300k to 250/500k underinsured/uninsured at a cost of \$210 annually. Seconded by Chairman Archibald and it carried 3-0-0.

Documentation Reviewed: 2yr MIIA guarantee proposal dated November 28, 2017, and MIIA Annual Review Memo dated December 8, 2017.

VI. Risk Management Grant Approval

The Town received a Risk Management grant approval of \$3,460 to aid in public safety features such as panic buttons distributed throughout the Town buildings. The Board discussed the potential process flow when a panic button is alarmed, and where they should be placed. Mary Winglass stated that there is a total of ten panic buttons that will be distributed throughout the Town Hall, and two in the library.

Selectman Anderson motioned to purchase and install the "panic-buttons" thirteen panic buttons. The placement of the panic buttons will go as follows: Two in the library, Selectmen Office, Town Clerk, Finance, Assessor's, Water, Planning, Health, Building Inspection, Council on Aging, outside the Conservation office and outside of the First Floor Hearing Room. Second by Chairman Archibald, and it carried 2-1-0. Selectman Kemper voted not in favor.

Documentation Reviewed: MIIA FY18 Risk Management Grant Acknowledgement dated December 1, 2017.

VII. Updated Wage and Salary Schedule

Selectmen Anderson announced the following changes to accommodate the Town Manager's position:

- Susan Yeames will become the Treasurer/Collector

- The current Administrative Assistance to the Finance Director will transfer to the Town Manager's office and the position will be expanded handle the responsibilities of resident inquires.
- Executive Administrator's Role will be expanded to include improvements to the communication and managing social media, managing signs, cable TV and any other communication vehicle.

Selectmen Anderson motioned to amend the Fiscal YR 18 Wage schedule as follows: Annie Sterling to a grade level 5 at \$23.76 per hour, Susan Yeames to grade level 7 at \$33 per hour and Mary Winglass to an annual salary of \$67,000. To promote Susan Yeames as Treasurer/Collector upon Andy Gould's separation. Wage changes are effective with the pay period beginning January 5, 2018. Second by Selectmen Kemper and it carried 3-0-0.

VIII. 2018 Selectmen's Meeting Schedule

The Board reviewed the 2018 Selectmen's Meeting Schedule.

Selectmen Anderson motioned to approve the Selectmen's 2018 Meeting Schedule up to June 25, 2018 and requested for the dates to be posted on the Town website. Seconded by Selectmen Kemper, and it carried 3-0-0.

Documents Reviewed: 2018 Selectmen's Meeting Schedule

- IX. Selectmen's Meeting minutes dated October 31, 2017, November 13, 2017 and November 27, 2017

Chairman Archibald motioned to accept the October 31, 2017 minutes. Second by Selectmen Kemper, and it carried 2-0-1. Selectmen Anderson abstained.

Selectmen Kemper motioned to accept the November 13, 2017 and November 27, 2017 meeting minutes. Second by Selectman Anderson and it carried 3-0-0.

Documents Reviewed: Minutes dated October 31, 2017, November 13, 2017 and November 27, 2017

X. Payroll and Invoice Warrants

Selectmen Kemper motioned to accept the Invoice Warrants. Seconded by Selectmen Anderson and it carried 3-0-0.

Selectmen Anderson motioned to accept the Payroll Warrants. Seconded by Chairman Archibald, and it carried 3-0-1. Selectmen Kemper abstained.

XI. Follow up meeting assignments

- Mary Winglass will post the 2018 Selectmen Meeting Schedule
- Once the date has been established for the Town Manager interviews with the Selectmen they will be posted on the website.

XII. Placing items for future agendas

There were no items for future agendas.

Selectmen Kemper made a motion to adjourn at 7:50pm. Seconded by Selectmen Kemper, and it carried 3-0-0.

Respectfully Submitted,

Lori Dawidowicz
Recording Secretary