



## **Town of West Newbury Board of Selectmen**

Monday, February 20, 2018 7:00 p.m.  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)

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

**Selectman Kemper 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) 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) 1: To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. Selectmen's Executive Session Minutes dated February 5, 2018 and February 12, 2018. Second by Selectman Anderson with a unanimous roll call vote: Archibald – aye, Anderson – aye, Kemper – aye.**

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

### **Regular Business**

- I. Update Cottage Advisors: Drakes Landing Application for Permit to Access State Highway

Melissa Robbins, Attorney at Deschnes and Farrell on behalf of Cottage Advisors discussed the approval by the Planning Board for the Drakes Landing development. The development includes the previously approved curb cut to access the state highway in front of the Carr Post property. The curb cut permit was placed on hold with Mass DOT while waiting for Planning Board approval. The previously approved changes to the Carr Post property and utility easement was shown on the approved plan. DPW Director Gary Bill was present and reviewed the final plan with Robert Blanchett from Cammett Engineering. Ms. Robbins requested for the Board to approve for Chairman David Archibald to sign a letter to MassDOT granting permission to Cottage Advisors, LLC to install curb radii that extends along the frontage on property owned by the Town of West Newbury along the property referenced above per the approved plan dated November 6, 2017.

**Selectman Anderson motioned to approve the requested curb cut radius at the Carr Post property subject to plan approved Mass DOT November 6, 2017. This is subject to the**

**parking and the easement and to authorize that Chairman Archibald sign on behalf of the Board. Seconded by Selectman Kemper and it carried 3-0-0.**

II. Cont. review of Lodging House Application: 15 Norino Drive

Previously on 2/5/2018, the Board denied a Lodging House Application for 15 Norino Drive and asked Town Counsel Michael McCarron to prepare a written decision by the Board of Selectmen.

**Selectman Anderson motioned to approve the decision by the Board of Selectman on the application for the Hodgson's 15 Norino Drive Lodging house application to not approve it. Seconded by Selectman Kemper and it carried 3-0-0.**

*Documentation Reviewed: Decision of the Board of Selectmen on The Application of Colin and Reinheld Hodgson for a Lodging House License for the Property Located at 15 Norino Drive 2/20/2018*

III. Update from Bicentennial Committee

Kathleen and Stephen Swallow from the Bicentennial Committee provided a brief update to the committee's plan for 2019. They plan to have town birthday parties as well as a black-tie event. The black-tie event would require purchasing tickets. They plan to host a larger Memorial Day Celebration with bands and possible floats. The week after the fourth of July they plan to hold various events for a week which will not interfere with other neighboring town affairs. They discussed having a Time Capsule ceremony in the Fall. With all these events they are encouraging other groups be involved with the events throughout the year. They are working on a logo which will be placed on banners, promotional material, and a calendar of events.

The Bicentennial Committee is requesting \$140,000; while these events would incur more cost, they plan to have fundraisers to assist with the extra costs. The Committee plans to have a meeting with the cable company so that some of the events are televised. They also plan to have a West Newbury Fenway Park Day.

Selectman Anderson stated that \$140,000 is a lot to ask tax payers to pay towards the proposed events. He requested further details as to how much each event will cost. Mrs. Swallow stated that she is not sure she will have exact numbers, but if Town members reject the request then the events discussed will not happen. Selectman Kemper will meet with the Bicentennial Committee at their following meeting to assist with estimated costs.

*Documentation Reviewed: Bicentennial Article Request received February 1, 2018*

#### IV. Community Center Committee (CCC): Update on warrant article request

Vanessa Graham, CCC Chair, had previously met with the Board and discussed their proposal for the Annex building be a Town Community Center. To do this they will need to hire a Structural Engineer, Acoustic Engineer, as well as a Plumber to determine the cost as well as if conceptually the Annex will work as a Community Center. Gary Bill stated that any change of the use of building would require a septic inspection. Paul Sevigny, Health Agent recommended meeting with himself and Gary Bill along with the CCC to discuss the potential use.

#### V. Resident request for zoning amendment

Resident Beth Koopman from Meeting House Hill is requesting a zoning amendment. She referenced the Thomas property that burnt down and was replaced with a commercial garage in a residential neighborhood. Town Counsel Mike McCarron advised that she discuss her request with the Planning Board to be on the Fall Town Meeting. This would give her more time to effectively work on her request and create a concrete article.

#### VI. Update on the Page School Reconstruction

Gary Bill provided a brief update on the Page School reconstruction. The town's insurance adjuster stated that the asbestos inspector is going to do another test on another section on 2/21/2018 and will then provide an abatement plan. Once the abatement plan is received then they will have a better understanding on moving forward. Mr. Bill stated that the holes in the bathroom need to be addressed; an Engineer will inspect those issues and give a recommendation. The Building Inspector plans to sign off on the work completed but not a certificate of occupancy as this is done yearly.

Mr. Bill briefly discussed an article request for a new generator for the school to be installed before the new school year starts in the Fall.

*Documentation Reviewed: Fitzmeyer & Tocci letter engineering fee proposal*

#### VII. Update from Treasurer/Collector: 2018 Budget

The Board discussed the Finance Department's rate increases and agreed to allocate \$5,000 from the finance expenses line item for this purpose. The Conservation Commission and Planning Board are requesting an increase for new potential positions. The Inspection Department is also requesting an increase due to a salary increase for Glenn Clohecy. The Board requested for the rationale documentation for the increases from each department.

VIII. Police Union Contract FY2018 – FY2021: Sign and review budget

**Selectman Anderson motioned to approve the collective bargaining agreement between the Town of West Newbury and Police Department for a period of July 1, 2017 through June 30, 2020. Seconded by Selectman Kemper, and it carried 3-0-0.**

The Board discussed with Art Reed, Police Chief about the budget and how to pay the employees due to the approved increases in the agreement for FY'18. Chief Reed stated that he has previously worked with Andy Gould, Treasurer/Collector on the budget and is requesting a special article for \$35,000 to cover the cost.

**Selectman Kemper motioned to submit a special article for \$35,000 for the Spring Town meeting for salary and wages for the Police Department. When the contract is signed by the Teamsters is when the town would start the pay increase. Second by Selectman Anderson and it carried 3-0-0.**

*Documentation Reviewed: Collective Bargaining Agreement, FY '18 Police and Salary and Wages*

IX. Warrant Article Review

The Board briefly reviewed and discussed proposed warrant articles for the spring town meeting. DPW Director Gary Bill stated that he will provide an update on the snow and ice article to the Board once we get closer to the end of the winter season. It was discussed that the town bylaws need to be modified to remove the "Finance Director" and replace it with "Town Manager".

X. Town Communications

Selectman Kemper worked with Julie Cook and Frank Bowe to provide the town with an outline for effective media communications solutions. Currently the Town has four electronic access points which is the website, email, you tube, and local cable TV. It was discussed that other Board meetings be televised and for the webpage have links to Twitter and Facebook. Julie Cook suggested to create an internal steering committee to set priorities, share information, and collaborate ideas with existing resources. Julie suggested that once a social media policy is in place that the information be shared with the staff and provide the necessary training. The social media content would need to be managed such as comments on Facebook. Executive Administrator Winglass shared that she has been working with multiple departments on effectively using the website for resident communications. Winglass will work with Cook and Bowe on the proposed outline.

*Documentation Reviewed: Considerations for a Communication Media Plan for the Town of West Newbury.*

XI. Superintendent's Search Subcommittee: Selectman Representative

**Selectman Anderson motioned to appoint Selectman Kemper as a representative on the superintendent search subcommittee. Seconded by Chairman Archibald and it carried 3-0-0.**

XII. Selectmen/Town Manager Office Files

The Board agreed with Executive Administrator Winglass's request to hire a Temporary Assistant to help organize the new Town Managers Office.

XIII. Recycling Update

Chairman Archibald stated that there will be a recycle distribution policy, and if the items are not dispersed properly then the Town will incur a fine from G. Mello Disposal such as greasy pizza boxes are to be placed in the trash and not recycling. Chairman Archibald stated that the Board of Health is preparing an informational document explaining the recycle process.

XIV. Selectmen's Meeting minutes dated February 5, 2018, February 8, 2018 and February 12, 2018

**Selectman Anderson motioned to accept the minutes. Seconded by Selectman Kemper and it carried 3-0-0.**

XV. Payroll and Invoice Warrants

**Selectman Anderson motioned to approve the payroll warrant. Seconded by Chairman Archibald, and it carried 3-0-1. Selectman Kemper abstained.**

**Selectman Anderson motioned to approve the invoice warrant. Seconded by Selectman Kemper and it carried 3-0-0.** Chairman Archibald briefly discussed the invoice from the library regarding software that allows people to exchange their free passes.

XVI. Follow up meeting assignments

- Andy Gould will provide an explanation for requested increases from the Conservation Commission, Planning Board and Inspection Department
- Obtain accurate numbers from the Bicentennial Committee

XVII. Placing items for future agendas

- Social Media Policy discussion
- Budget review with the Superintendent

- Finance budget discussion

Respectfully Submitted,

Lori Dawidowicz  
Recording Secretary