



**Town of West Newbury  
Board of Selectmen**

Monday, May 14, 2018 6:30 PM  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)

**Open Session Minutes**

Chairman David Archibald called the meeting to order at 6:32pm. In attendance were Selectmen David Archibald, Chairman, Glenn A. Kemper and Joseph H. Anderson, Jr., Town Counsel Michael McCarron, Executive Administrator Mary Winglass and Interim Treasurer/Collector Andrew Gould.

**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. Second by Selectman Anderson with a unanimous roll call vote: Archibald – aye, Kemper – aye, Anderson – aye.**

Chairman Archibald called the open session back to order at 7:04pm and announced that this meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.

**Regular Business**

**I. Public Hearing: Amendment to the Personnel Policy**

Chairman Archibald opened the Public Hearing and explained that this hearing is being held to amend the town's personnel policy to include the following:

1. Appendix E, Town of West Newbury's Email and Internet Use Policy. Attached is the proposed amendment, please contact the Selectmen's Office with any questions.
2. NEW Appendix F, MCAD Guidance PREGNANT WORKERS FAIRNESS ACT issued by the Massachusetts Commission against discrimination on 1/23/2018.

Chairman Archibald opened up the hearing for comments from the public; there were no comments from the public.

**Selectman Kemper motioned to close the public hearing. Seconded by Selectmen Anderson and it carried 3-0-0.**

II. Letter of Recognition: Officer Danielle Burrill

Chief Reed presented a letter of recognition for Officer Danielle Burrill for her display of professionalism and commitment to the Community of West Newbury.

III. Special Event Permit: Parker River Half Marathon (Yukan Sports, LLC)

Richard Morrell of the Parker River Half Marathon discussed the road race details and requested signs. The signs will be up the night before the race and removed after the race is finished.

**Selectman Kemper motioned to approve the Parker River Half Marathon special event permit, with the stipulation that there is a \$200 donation to the West Newbury Youth League. Seconded by Selectman Anderson and it carried 3-0-0.**

IV. Special Event Permit: Loco Sports Road Race

Arlon Chaffee, Loco Road Race Representative discussed the agenda for half marathon, this is their 4<sup>th</sup> year in Newburyport, but this will be the first year in West Newbury.

**Selectman Anderson motioned to approve the Loco Sports Road Race on November 11, 2018. Seconded by Selectman Kemper and it carried 3-0-0.**

*Documentation Reviewed: Loco Sport Road Race Application*

V. Special Event Permit: Alzheimer's Association

Charlene Bemis, representative from the Alzheimer's Association discussed the annual bicycle event on Saturday, June 9th. The Board explained the 90-day approval requirement for special events in town. Ms. Bemis responded that she will note the file and will make the deadline next year.

**Selectman Kemper motioned to approve the Alzheimer's Association event request. Seconded by Chairman Archibald, and it carried 2-0-1; Selectman Anderson abstained.**

*Documentation Reviewed: Alzheimer's Association Special Event Application*

VI. Cont. review of 15 Norino Drive: Short Term Rental License Application

Sarah Bellino, representative for the owners of 15 Norino Drive reviewed an addendum to the Short Term Rental License Application to include description of rooms, emergency contact and occupancy permit.

Resident Jim Ward requested a summary of the application.

Resident Andrew Kafalas stated his concern on the management of this request considering the history of the property.

**Selectman Kemper motioned to take the request under advisement. Seconded by Selectman Anderson and it carried 3-0-0.**

*Documentation Reviewed: 15 Norino Drive Short Term Rental License Application 5/4/18*

VII. Open Space and Mill Pond Committees, Riding and Driving Club: Wetland Trail Corridor Maintenance Plan

The Open Space Committee discussed the Wetland Trail Corridor Management Plan that the Open Space Committee would like to present to the Conservation Committee.

**Selectman Kemper motioned to move forward with the Wetland Trail Corridor Maintenance Plan with the Open Space Committee presenting it to Conservation Commission for filing with the Heritage Foundation, and that the money will come from Selectmen Professional and Technical account. Seconded by Selectman Anderson and it carried 3-0-0.**

A representative from Open Space will file the paperwork and send it to Mary Winglass.

*Documentation Reviewed: Wetland Trail Corridor Maintenance Plan April 2018*

VIII. Police Dept: Updating the rules and regulation manual

Police Chief Art Reed gave an update on the department accreditation with an award ceremony in September. The department rules and regulations were discussed in that updates are to bring the document to current standards within the police department.

*Documentation Reviewed: Assessment for State Accreditation 5/11/18, Update to Rules and Regulation Manual 5/8/18*

IX. Hilltop Circle Parking

Resident Forbes Dury requested temporary parking be allowed during construction of the Brake Hill Water Tower. He also expressed his concern on the length of the project and there appears that there has been some miscommunication between what was discussed with neighbors and the Planning Board compared to has been happening presently during the project. The Board agreed to speak with the Water Department to discuss the specifics of the construction plan for this project.

X. Street Opening Permit: 4 Dole Place

**Selectman Anderson motioned to approve the Street Opening Permit request for 4 Dole Place. Seconded by Selectman Kemper, and it carried 3-0-0.**

*Documentation Reviewed: Street Opening Permit 5/14/18*

XI. Overlay Balance FY'18

Chairman Archibald discussed the overlay balance report from Meredith Stone, Chief Assessor.

**Selectman Anderson motioned to recommend to the Board of Assessors to the release of 300,000 from their overlay account. This will go into next years free cash. Seconded by Selectman Kemper, and it carried 3-0-0.**

XII. Appointments

The Board discussed being proactive with yearly appointments and when appointees need to recertify. Selectman Anderson recommended a policy be put in place for each Committee, Commission or Board to select a chairperson annually at their first meeting after July 1, 2018.

XIII. Town Manager: List of goals/priorities

The Board reviewed a draft of 90-day objective and 6-month priorities for Town Manager Angus Jennings starting July 1, 2018. Selectman Kemper suggested that Mr. Jennings is provided detailed information explaining the budget and that he understands the compact agreement as well as the roles and responsibilities of all employees as well as his own. Selectman Anderson will contact Mr. Jennings for his input. The Board will edit the draft and review their changes at their May 29, 2018 meeting.

Additionally, the Board discussed the change that the Finance Committee Budget will be the Town Manager's Budget and that those details will need to be reviewed with Mr. Jennings.

*Documentation Reviewed: Draft of Angus Jennings 90-day plan and 6-month priorities*

XIV. Selectmen: Outstanding objectives/goals for FY'18

The Board briefly reviewed their list of objectives and goals and noted that the town's social media network has increased and will discuss this with Mr. Jennings on June 9, 2018.

XV. Payroll and Invoice Warrants

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

Selectman Kemper discussed his concern with the invoice for Mello that is 90 days old. He also suggested to collaborate the bills from Jackson Lumber. Chairman Archibald requested detail on a check.

**Selectman Anderson motioned to approve the invoice warrant. Seconded by Selectman Kemper, and it carried 3-0-0.**

XVI. Reorganization of Board of Selectmen

**Selectman Anderson motioned to appoint Glenn Kemper as Chairman of the Board of Selectman with a term ending May 13, 2019. Seconded by Chairman Archibald and it carried 2-0-1. Selectman Kemper abstained.**

**Selectman Anderson motioned to appoint David Archibald as Clerk with a term ending May 13, 2019. Seconded by Selectman Kemper and it carried 2-0-1. Chairman Archibald abstained.**

XVII. Follow up meeting assignments

- Selectman Kemper will follow-up with the construction details from the water department regarding Brake Hill water tower.
- Create a policy that Board's vote a chairperson annually after July 1, 2018 meeting.
- Write a letter to the Board of Assessors recommending releasing \$300,000 from their overlay account.

XVIII. Placing items for future agendas

- The Board will review a draft of the reorganization policy at the following meeting.
- Discuss the Town Manager List of goals and priorities.
- Invite the water department to discuss the new water tower at the next meeting.
- Tony Roselli will attend the following the meeting. Selectman Anderson discussed creating a budget policy.
- Employee salary transfers
- Discuss special request forms
- The Board discussed addressing an appointed committee that is in violation of the social media policy.
- Approve the FY 19 wage detail
- Discussed the petition regarding changing the speed limit on Bridge St. Selectman Kemper recommended to notify residents on Bridge St. that they are working on the matter and

sending them documentation from the state legislature. To do this is a long and complicated process. The Board will discuss with the Police Department to have more patrol on that street.

- Invite Paul Seigny, Board of Health to the following meeting to discuss State recommendations for the Pentucket School.
- Discuss the Draft Housing Report with MVPC and Planning Board in July.
- The Board discussed attending a meeting in Amesbury regarding the sale of recreational marijuana.

**Selectman Anderson motioned to adjourned, seconded by Selectman Kemper and it carried 3-0-0.**

Respectfully Submitted,

Lori Dawidowicz  
Recording Secretary