



Town of West Newbury Board of Selectmen

Monday, May 29, 2018 7:00 PM
381 Main Street, Town Office Building
www.wnewbury.org

Open Session Minutes

Chairman David Archibald called the meeting to order at 7:04 PM. In attendance were Selectmen: Glenn A. Kemper, Chairman, David W. Archibald and Joseph H. Anderson, Jr. Others in attendance were Town Counsel Michael McCarron, Executive Administrator Mary Winglass and Interim Treasurer/Collector Andrew Gould.

Chairman Kemper announced that this meeting is being broadcasted on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.

Regular Business

I. Tony Roselli of Roselli, Clark & Associates: FY'17 audit review

Tony Roselli discussed the FY17's budget and findings with the Board. Roselli agrees with the Board's proposal to create a reconciling cash policy. Selectman Anderson will contact Eastern Bank to discuss an outstanding balance due to outstanding checks.

Selectman Anderson discussed the Community Compact Cabinet initiative from DLS, Division of Local Services, MA Department of Revenue who are conducting a financial policy review and will send to Mr. Roselli once the town receives their draft recommended policies and procedures.

Documentation Reviewed: Roselli, Clark & Associates Management Letter 3/27/18

II. Review proposed Reconciling Cash and Receivables Policy

Mr. Roselli agreed with the reconciling cash and receivables policy draft that Selectman Anderson had previously submitted to him.

Selectman Anderson motioned to approve the Reconciling Cash and Receivable Policy. Seconded by Selectman Archibald, and it carried 3-0-0. The board discussed that moving forward Mary Winglass will create an online policy place holder. The Board will share the draft with appropriate employees for feedback.

Documentation Reviewed: Reconciling Cash and Receivables Policy

III. Plummer Springs Road Bridge/Roadway Closure

It had been originally planned to close the Plummer Springs Road in June. Chairman Kemper announced that they were informed they had to immediately close Plummer Springs Road due to structural deficiencies. Newburyport is in the process of obtaining engineering consulting reports.

McCarron recommend contacting Merrimack Planning Commission to get assistance and to review the obligations for each Town. Chairman Kemper and McCarron discussed the barriers on Georgetown Rd. Chairman Kemper requested that a letter be sent to Groveland and Newburyport regarding opening the access roads.

Resident Buddy Beard is concerned with the street closures as this will cause more traffic on the open roads. He also is concerned with ambulances getting into town with the bridge closed and suggested for the Board go to court with Newburyport and mandate that they provide the Town with a plan to reopen the road. Mike McCarron stated he will send an email out discussing course of action for the Board's review to send to the Towns.

IV. Sign on Town Property: Jim Bradley, Old Stone Farm

Jim Bradley, 53 Ash St. requested to put an A frame sign on the corner of Maple and Main for his farm stands. Selectman Anderson and Chairman Kemper discussed that since that they had already denied an A frame sign requests in that area, the only appropriate thing to do is to deny Bradley's request. Selectman Archibald was not in favor of the length of time the sign would be up for. Selectman Kemper recommended that Bradley come back to the Board with a different sign design. Bradley stated that he is willing to put in the money and time to create a new sign but requested more guidance. The Board is going to provide him with more details after they have a further discussion on this subject.

Documentation Reviewed: Season Sign Request 5/21/18, received 5/22/18

V. Health Agent Paul Sevigny: Page School Indoor Air Quality Assessment

Paul Sevigny, Health Agent reviewed with indoor air quality assessment report tested throughout the Page School; while there were some minimal maintenance recommendations the test resulted in the school as good air quality. Mike McCarron will review the regional agreement to have an understanding as to who its responsible for managing this with the Page School. Gary Bill, DPW, stated that the District is responsible for the inside or the outside of the building up to \$10,000. The Board will discuss the responsibility list at the following meeting with a goal to address the minimal issues during the summer.

Documentation Reviewed: Letter from Michael Feeny, Director, Indoor Air Quality Program 5/2/18

VI. Selectmen: FY'18 wage transfer and FY'19 wage schedule

The Board briefly discussed and reviewed wage increases that required wage transfers.

Selectman Anderson motioned to make the following transfers between or within departments: \$4,000 from Selectmen Professional & Technical Services Account to the Selectmen's Appt Personnel Salaries, \$2000 from the Selectmen's Operating Expenses to the Selectmen's Appt Personnel Salaries, \$5300 from the Finance Technology Expenses to the Finance Department Salary and Wages and \$2,000 from the Finance Annual Audit Expense to the Finance Department Salary and Wages. Seconded by Selectmen Archibald, and it carried 3-0-0.

The Board reviewed the draft wage schedule and made minor edits. Selectman Anderson will submit the changes back to Mary Winglass to submit to the Town Accountant. The Board will take a vote at the following meeting.

Documentation Reviewed: Payroll Transfers

VII. Police Chief – Full Time Midnight Slot

Police Chief Reed requested a motion to appoint a full-time officer during the midnight time slot.

Selectman Anderson motioned to appoint Robert Joyce as a full time Police Officer through a term ending one year the date of his oath. Seconded by Selectman Archibald and it carried 3-0-0.

VIII. Review proposed Annual Election of Chairperson Policy

Selectman Anderson motioned to approve the Annual Election of Officers Policy which entails for annually each Town Board, Committee and Commission to elect a chairperson and clerk at their first meeting in the fiscal year or by statute regulation or bylaw. That vote will be shared with the Executive Administrator to the Selectmen/Town Manager and to the Town Manager. Seconded by Chairman Kemper, and it carried 3-0-0.

Documentation Reviewed: Board of Selectmen Annual Election of Officers Policy

IX. North Shore HOME Consortium distribution of funds 2018

Selectman Anderson motioned to release back to the North Shore HOME Consortium the allocation from West Newbury in the amount of \$3,789. Seconded by Chairman Kemper, and it carried 3-0-0.

Documentation Reviewed: Use of Home Funds 5/15/18 received 5/23/18

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

The Board did not discuss this agenda item.

XI. Selectmen: Town Manager list of goals/priorities

The Board reviewed the list of Angus Jennings's goals and priorities. The list was a combination of points that Angus had mentioned in his interview and the Board's suggestions. The Board will continue to work with Angus Jennings on a 6-month priority list.

Documentation Reviewed: Angus Jennings' 90 Plan and 6 Month Priorities

XII. Selectmen's Summer Schedule

The Board agreed to keep the regular Summer schedule.

XIII. Selectmen Meeting Minutes: February 20, 2018, February 24, 2018, March 5, 2018, March 19, 2018, March 26, 2018 and April 2, 2018

Selectman Anderson motioned to accept the February 20, 2018, February 24, 2018, March 5, 2018, March 19, 2018, March 26, 2018 and April 2, 2018 minutes as amended. Seconded by Chairman Kemper, and it carried 3-0-0.

XIV. Payroll and Invoice Warrants

Selectman Anderson motioned to accept the payroll warrants. Seconded by Selectman Archibald and it carried 3-0-1 with Chairman Kemper abstaining.

Selectman Anderson motioned to accept the invoice warrants. Seconded by Chairman Kemper and it carried 3-0-0.

XV. Follow up meeting assignments

Bids for the generators on Page School will be due June 5, 2018

Mary Winglass has the following assignments:

- Request that the Finance Department draft a letter to Eastern Bank.
- Putting the policies on the website.
- Submit to Town Accountant the corrected wage transfers from the Selectmen.
- Annual Election Policy
- Letter for the Home Consortium
- Prepare the June 11, 2018 agenda

Mike McCarron will present some recommendations for Plumber Springs Rd. and Georgetown Rd. for the June 25, 2018 meeting. He will also provide a maintenance list for the Page School that can be sent to the district.

XVI. Placing items for future agendas

June 9 Agenda:

- Bonding discussion with Angus Jennings to include goals and priorities.
- Review and sign the letter to Eastern Bank at the following meeting.

Future Meeting:

- Update from the School Board Committee on the progress of school projects
- Hilltop Circle and existing well field upgrade discussion with the Water Department.
- Appointments June 11th and June 25th

Ambulance Contract

- Chairman Kemper stated that due to his son being employed with the company he can't be part of the negotiation process. The Board requested that Mike Dwyer attend the June 25, 2018 meeting to discuss the contract.

Selectman Anderson motioned to adjourn, second by Chairman Kemper and it carried 3-0-0.

Respectfully Submitted,

Lori Dawidowicz
Recording Secretary