



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

Monday, February 6, 2017 6pm

First Floor Hearing Room 381 Main Street, Town Office Building

[www.wnewbury.org](http://www.wnewbury.org)

### **Meeting Minutes**

Chairman Anderson opened the meeting at 6:00 PM. In attendance were Selectmen Joseph Anderson, Chairman, Glenn Kemper, David Archibald, Town Counsel Michael McCarron and Executive Administrator Mary Winglass.

#### **Regular Business**

##### **I. Discussion of proposed Town Manager position**

All Town Boards and Committee members were invited to attend a presentation by the Board of Selectmen on a proposal titled "Moving West Newbury Forward" to convert the Finance Director position to Town Manager. A PowerPoint slideshow and a question/answer period took place with those in attendance.

Chairman Anderson reconvened the meeting at 7:18pm. An unanticipated item came up at the last minute that requires Selectmen approval. The Greater Newburyport Families and Mothers Club (GNFC) requested to use the Town Annex on April 7<sup>th</sup> and 8<sup>th</sup> to hold a children's consignment sale at the Town Annex. Ms. Darcie Spaulding of the GNFC was present to explain the consignment sale proposed to be held in West Newbury this year. This event usually attracts approximately 180-200 visitors between 8am and 1pm on Saturday, April 8<sup>th</sup> for the sale of children's clothing, toys and furniture.

**Chairman Anderson moved to approve the Greater Newburyport Families and Mothers Club event on April 7<sup>th</sup> and 8<sup>th</sup>. Second by Selectman Archibald with a unanimous vote.**

##### **II. Pentucket School District FY18' Proposed Budget**

Jeffrey Mulqueen, Superintendent and Greg Labrecque, Business Manager were present to explain the proposed school budget which will be discussed with the School Board tomorrow night, for the first time. The proposed budget is up about 1.99% with state revenues decreasing as we go into FY18'.

Chairman Anderson addressed the option of a School Resource Officer with the response from last years' Town Meeting as to why should West Newbury fund the full cost versus a shared cost by the district. Mr. Mulqueen explained that since last year, both Chief Reed and the Superintendent has met with the School Board to talk through this position. At this time, the Superintendent cannot say that funding will be available for this officer through the district but feels over time

this may change; one possible way to start this initiative is to hire a part-time officer and transition it in over the next few years.

Selectman Kemper suggested lobbying the three towns to pay for a Resource Officer for the Pentucket School District only. Mr. Mulqueen will further his discussion on this subject with the School Board as they move forward with the budgeting process.

The Finance Committee and the Police Chief joined the discussion on a School Resource Officer; Mr. Mulqueen explained the process of reviewing this item with the School Board during the budget preparation for FY18'.

Police Chief Reed explained that a School Resource Officer as a three-prong approach for it will help extend a community partnership with the school, help mitigate some of the traffic problems and to help alleviate funding Reserve Officers to fill in the open shifts. The Resource Officer would help fill shifts during vacation weeks and the summer time when the school is closed. Chief Reed plans on attending the School Board meetings during the budget process.

### III. FY17' Year-to-date Department Expenditures

The Selectmen questioned a couple of budget line items that were close to 100% expended at the six month

Interim Finance Director Andrew Gould explained the overage to the Police Department overtime line item due to limited staff which results in full time officers working overtime. Reserve fund transfer has been approved by the Finance Committee for this line item. Police Chief Reed explained that this is a moving target with currently running short on Part-Time and Reserve Officers.

Technology line item was the other item in question by the Selectmen. Mr. Gould responded the line item has been expended year-to-date at 78%; we may be shy approximately \$400-\$500 at year end.

### IV. Authorization of Departmental Revolving Funds

Town Counsel Michael McCarron prepared an article as part of the Municipal Modernization Act, revolving funds will be treated differently, once it has been approved by the voters. For this year, we need to continue the annual articles to allow for transfer of funds. With the new bylaw, transfer of funds will be accomplished as a line item and can be altered during the fiscal year by the Board of Selectmen and the Finance Committee.

V. Capital Improvements Committee Re: Asset Replacement Schedule

Selectman Archibald submitted the Capital Improvements Committee Asset Replacement schedule with the dates from the Fire Chief.

VI. Cont. review of the Town's Right of First Refusal for 716 and 718 Main Street, MGLA Ch61A

The Board was informed that the decision of whether to exercise the right of first refusal must be made independent of the availability of the back seven acres. The 180 days to determine the Town's ROFR ends in early March.

**Chairman Anderson move to waive the Town's ROFR regarding 716 and 718 Main St. To ask Town Council to record a limited waiver of its rights of first refusal under Chapter 61, at the Registry of Deeds, indicating that any waiver of West Newbury's rights should be specific to the proposed purchase terms so that if new terms are negotiated or if the sale falls through and a new proposal comes forth, the right of first refusal is triggered anew and the 120-day clock will begin again. Second by Selectman Archibald with a unanimous vote.**

VII. Review proposed FY18' budgets and articles

Today was the last day to submit articles therefore the proposed first draft warrant is not ready for a review by the Board of Selectmen.

Selectman Kemper asked for the Finance Director to give the Board of Selectmen a budget without any raises, stipends or any new positions but to include a 2% across the Board for all employees. And to include a cheat sheet on the side showing the requests (raises, stipends, new positions, job changes/hours etc.) that were included in the FY18' proposed budget by department heads.

Chairman Anderson added that he asked the Police Chief to come in to the next meeting to discuss his article for a new vehicle. Historical Commission has also been asked to come to the meeting for some of the previous recommendations were changed in the bylaw but others were not and wondering how they made their decision. The Fire Chief will also need to come in to a meeting to review his proposed article for breathing apparatus.

VIII. Annual MIIA Building Valuation Reports

Executive Administrator Winglass explained an email she received with changes to some of the property replacement values from the Town's insurer MIIA as part of their annual review. Additionally, they sent over Statement of Values on all

Town-owned properties and the replacement value of the personal property at each location. In researching these numbers, Winglass found that the Town does not have an inventory for each location therefore where did these numbers come from; some of the figures were clearly not in line with the full replacement costs. Winglass recommended having MIIA to meet with the Department Heads to conduct training on replacement values as well as workers' compensation claims for many are confused with the steps to be taken with filing a claim. The Board agreed with this idea to better understand the insurance needs of the town.

IX. Appointments

No appointments.

X. Approve Selectmen's Meeting minutes dated January 9, 2017

**Chairman Anderson moved to approve the Selectmen's Meeting minutes dated January 9, 2017 as written. Second by Kemper with a unanimous vote.**

XI. Payroll and Invoice Warrants

**Chairman Anderson moved to approve the Payroll Warrant. Second by Archibald, motion passed with Selectman Kemper abstaining.**

**Chairman Anderson moved to approve the Invoice Warrant. Second by Archibald with a unanimous vote.**

XII. Placing items for future agendas

- Lodging Regulations – check the website to make sure it is up-to-date
- Public Forum for Town Manager position scheduled for Thursday, March 9<sup>th</sup> 7:30pm – First Floor Hearing Room

**Chairman Anderson moved to adjourn at 8:46pm. Second by Archibald with a unanimous vote.**

Respectfully Submitted,

Mary B. Winglass  
Executive Administrator