



Town of West Newbury Board of Selectmen

Monday, November 26, 2018 @ 6:00pm
381 Main Street, Town Office Building
www.wnewbury.org

Open Session Meeting Minutes

Chairman Kemper called the meeting to order at 6:05pm. Selectmen in attendance were Glenn A. Kemper, Chairman, Joseph H. Anderson Jr., and David W. Archibald.

Others in attendance were Town Manager Angus Jennings and Town Counsel Michael McCarron.

Chairman Kemper moved to go into Executive Session under 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; 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) 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. Second by Selectman Archibald with a unanimous roll call vote: Kemper – aye, Anderson – aye. Archibald – aye.

Chairman Kemper called the open session back to order at 7:03pm and read the following announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Marine Corp. Toys for Tots: New, unused, unwrapped toys may be dropped off at the Public Safety Complex at 401 Main Street starting November 1st through December 3rd
- Holiday Tree Lighting, Thursday, November 29th starting at 6:30 on the Training Field
- Council on Aging and Board of Assessors hosting an information session on December 5th at 5:30pm at the Council on Aging
- Winter parking ban starts December 1st and is in effect through April 30th, 2019
- Congratulations to the White Gate Christmas Tree Farm, a local farm that was recognized on “Green Friday” from the Department of Agriculture. White Gate Christmas Tree Farm generously donated a tree to the town which is located in the lobby of the 1910 Building.
- Town Manager Jennings announced that two committees are meeting this week that have not met in some time: The Harbor Committee is this Wednesday at 7pm in the 2nd floor meeting room and the Personnel Advisory Committee will meet on Thursday at 7:30pm in the 2nd floor meeting room. The town is currently looking for new members to the Personnel Advisory Committee, preferably with Human Resource or organizational experience.

Regular Business

- A. Joint meeting with Planning Board: Appointment of Interim Board member due to vacancy on the Planning Board

Present were members of the Planning Board and Town Planner Leah Zambarnardi

Chairman Kemper read a memo from Town Clerk Michael McCarron explaining the receipt on November 6, 2018, a letter of resignation from John T. Sarkis from his elected position as a Member of the Planning Board effective immediately.

Pursuant to M.G.L. c. 41, section 11, within thirty days of receiving this letter, the remaining members of the Planning Board must formally notify the Board of Selectmen of this vacancy and request a meeting. The Board of Selectmen set this joint meeting to appoint an interim. A majority vote by the Board of Selectmen and the remaining Planning Board in attendance shall be needed to decide the appointment. The interim appointment would serve the remainder of the term until the date of the next scheduled Annual Town Election after the date of appointment. Chairman Kemper thanked John Sarkis for his many years serving the town and will be missed.

Planning Board Chair Ann Bardeen, Brian Murphey, either Richard Bridges or Raymond Cook and Alternate member Kim Monahan were present and explained that Kim Monahan expressed willingness to fill the vacancy until the next election. The Planning Board finds that Ms. Monahan is well qualified for the role and is supportive of her appointment.

Selectman Anderson moved to appoint Kim Monahan to the vacancy on the Planning Board for a term ending May 6, 2019. Second by Selectman Archibald with a unanimous vote. The Boards thanked Ms. Monahan for stepping forward to devote her time and abilities to the Planning Board and the town as a whole.

The town will advertise to fill the alternate member position on the Planning Board.

Documentation: Letters from Planning Board and Town Clerk

- B. 2019 Liquor License Renewals: West Newbury Food Mart; and Gn Enterprises, Inc. d/b/a West Newbury Pizza Company

All the required documentation has been submitted to approve the 2019 Liquor License Renewals.

Selectman Anderson moved to approve the West Newbury Food Mart retail license for the year 2019 for all alcoholic beverages. Second by Selectman Archibald with a unanimous vote.

Selectman Anderson moved to approve the Gn Enterprises, Inc. d/b/a/ West Newbury Pizza Company 2019 Liquor License renewal for wines and malt. Second by Selectman Archibald with a unanimous vote.

Documentation: Liquor license applications

- C. Request for waiver of insurance certificate for rental of Town Annex for birthday party on Dec. 7, 2018

The following two items are a request from residents to hold a birthday party at town properties for December 7, 2018 and December 16, 2018 and to waive the insurance requirement per the town's policy. The town is reviewing the insurance requirement this week with the town's insurance provider.

Selectman Anderson moved to approve the Antonopoulos Family birthday party on December 7th and waiving the insurance requirement. Second by Chairman Kemper with a unanimous vote.

Documentation: Application for Use of Facility

- D. Request for waiver of insurance certificate for rental of Town Hall for birthday party on Dec. 16, 2018

Selectman Anderson moved to approve David Parrott birthday party request for December 16th waiving the insurance requirement. Second by Selectman Archibald with a unanimous vote.

Documentation: Application for Use of Facility

E. Discussion with representative(s) of Bicentennial Committee regarding budget, sponsors and fundraising

Bicentennial Co-Chairs Stephen and KC Swallow were present requesting clarification on handling the budget, sponsors and fundraising for bicentennial events. Invitations to the Gala will be mailed soon including dignitaries.

Town Manager Jennings informed the Board that the Bicentennial Committee met with the Finance Department and received clarification on purchasing and contracting. A discussion took place on accepting gifts in kind and donations. Additionally, no town funding can be paid for alcohol, a sponsor paying directly for this service is the only way to have it part of an event.

Documentation: Letter from the Bicentennial Committee

F. Review of draft updates to Open Space & Recreation Plan – *request of Open Space Committee*

Marlene Switzer, Open Space Committee was present to answer any questions of the Board regarding the draft plan. The purpose of filing the plan is to allow the town to apply for grants and is good for nine (9) years. A discussion took place on the priority parcel list and asked for Parks and Recreation to give input. The Board plans to continue this discussion at their next meeting.

Documentation: Draft Open Space & Recreation Plan

G. Review of Town Manager draft calendar for FY20 Budget process

Town Manager Jennings discussed his proposed budget to include each department's proposed budget and the Town Managers budget. It was determined that the Town Managers recommended budget will be ready mid-February and will reduce the time the Finance Committee will have to review but the budgets will be vetted by the Town Manager.

Capital Improvements Plan is planned to be complete prior to the budget in January.

Discussion of Board of Selectmen Budget Message for FY20 Budget

The Board discussed their budget message to departments, boards and committees. Appropriation for free cash was discussed and funding of stabilization accounts. Town Manager Jennings will blend the messages together as prepared by the Town Manager and the Board of Selectmen. The Board agreed to include in the budget message no more than a 2% increase and will review a draft at their next meeting.

Documentation: Draft calendar and budget message

H. Update on MA Division of Fish & Wildlife determination that Trail Corridor Maintenance Plan is exempt from review under MA Endangered Species Act

The Board took the plan under advisement and to review it again with the Mill Pond Management Plan.

Documentation: Letter from MA Division of Fish & Wildlife

Town Manager Updates

I. Update on Middle Street/Plummer Spring Bridge and review of draft municipal boundary survey

The Board reviewed a draft municipal line boundary survey and were in agreement that this is the best survey we have of the area. The boundary is in the middle of the stream puts West Newbury responsible for half of the cost. Newburyport is looking at climate resiliency planning as it relates to potential increase in dam elevation which could be a cost driver. Conference calls continue and the town needs to be at the table when decisions are made due to the cost impact to the town and possible impact to West Newbury's water supply. Board of Water Commissioners asked to be included in any proposed potential dam elevation change.

Documentation: Emails and meeting minutes of conference calls

J. Update on new Cyber Liability Insurance Policy added to Town MIIA insurance for 2019

Town Manager Jennings informed the Board that MIIA has included a new cyber liability insurance as part of the town's insurance policy. A meeting has been scheduled for this Thursday to learn more about this new policy.

Documentation: Draft cyber liability insurance policy

K. Follow up meeting assignments

Budget Message

L. Placing items for future agendas

12/3 meeting with the Finance Committee

School funding discussion regarding a prepayment option

Chairman Kemper motioned to adjourn the meeting at 8:42pm. Second by Selectman Anderson with a unanimous vote.

Respectfully Submitted,

Mary Winglass, Executive Administrator