



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

Monday, March 20, 2017 6:00 p.m.

First Floor Hearing Room 381 Main Street, Town Office Building

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

### **Public Meeting**

Chairman Anderson opened the meeting at 6pm. In attendance were Selectmen Joseph H. Anderson, Jr., Chairman, David W. Archibald, Town Counsel Michael McCarron and Executive Administrator Mary Winglass.

Selectman Glenn A. Kemper was not in attendance due to illness.

**Chairman Anderson 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 and to review the Executive Session Minutes dated February 21, 2017. Second by Selectman Archibald with a unanimous roll call vote: Anderson – aye, Archibald – aye.**

Chairman Anderson reconvened the meeting at 7:08pm.

Chairman Anderson announced the following items:

- 2016 Town Reports now available at the Town Offices and online at [www.wnewbury.org](http://www.wnewbury.org) on the Board of Selectmen's Page
- Spring Town Meeting, Monday April 24, 2017 @ 7pm

### **Regular Business**

- I. Finance Committee Re: FY18' Budget & wage increase requests

Present were members of the Finance Committee and Interim Finance Director Andrew Gould.

Chairman Anderson explained that according to the Town Bylaw the Selectmen's recommended budget is due to the Finance Committee today.

The Selectmen began with a review of the wage requests; Finance Director Gould prepared a spreadsheet showing the FY18' wage increase requests from all departments. Chairman Anderson stated that he felt the requests all made sense except for a few. Selectman Archibald agreed that the requests were inline but disagrees to the request to restore the stipend for the Board of Assessors; Chairman Anderson concurred.

Chairman Anderson added that the other item is the request from the DPW to add an experienced operator. The position was reduced on the DPW about 4 or 5 years ago; Anderson did not disagree with adding the position but not this year. Selectman Archibald agreed when ranking the need, this position was the weakest based upon

others. More detail on this request is needed to explain the work load although DPW Director did state that this position would give the town more snowplowing capabilities versus contracting for this work. The town does have the equipment for another operator so he could go either way but is leaning towards holding off this year. The Finance Committee had no comment.

**Chairman Anderson moved to approve the following wage increases: Chief Assessor to \$41 per hour; the Assessor's Clerk to \$22 per hour; Staff Librarian (Dawn Watson) to \$22.46 per hour and a Grade increase to level 5; the Water Department Administrative Assistant to \$23.76 per hour; Recycling Agent to \$17.05 per hour; Conservation Agent to \$27 per hour; an increase for the Electric and Plumbing Inspectors for an additional 2 hours per week; Planning Administrator to \$34 per hour with an increase in Grade to Level 6, Town Planner; Planning Recording Secretary additional budget amount of \$1,000 and the addition of a Selectmen's Recording Secretary budgeted amount of \$1,500. Second by Selectman Archibald, motion passed.**

Chairman Anderson referenced an email received from Police Chief Reed regarding an ongoing discussion of the overtime increase proposed in the budget. Police Chief Reed was present and stated that he concedes to reducing the vehicle maintenance by \$500.

Chairman Anderson asked about the budget for overtime; Chief Reed responded that he does not see this reducing anytime soon. The department is lacking Reserve Officers and he has been, as well as other MA towns, struggling to get applicants. This continues to be a core problem in the department and the Chief added that we need to start the hiring process again. Most applicants working as a Reserve Officer have full time jobs, already working 40-50 hours per week and have families therefore the pool is shallow.

The Chief explained that with the hiring of a recent Full Time Officer and with two or three needing training; the department has a significant number of unique situations yet the department is working well together. The Finance Committee is good with the proposed budget.

The Board went page by page through the proposed budget with the Finance Committee. A few minor changes were made with a clarification on hiring a minute's clerks and how they are defined as employees not contractor labor.

Chairman Anderson discussed the Community Center Committee and the need to get an update after town meeting with the hiring of a consultant.

Chairman Anderson asked if the Finance Committee had any questions on the articles. The Finance Committee asked about the Dole Place article and the Board responded that they have no update at this time.

## II. Police Vehicle Revolving Fund

Funding was previously determined for this article therefore no discussion necessary as the Board had no questions.

## III. Review of Articles ATM and STM

Historic Commission was present to discuss the proposed Demolition Delay Bylaw Article. Chairman Anderson stated that last August a discussion took place and four items were of some concern.

Definition of a structure, permit transferrable, substantial destruction changed to total destruction; how is this determined and who determines it. After a discussing each item of concern, the Historic Commission will review the concerns with Glenn Clohecy, Chief Building Official and the Commission will meet again to review the input received and to make a final determination on the wording of the bylaw. The Board of Selectmen informed the Historical Commission that next week they will vote on their recommendation of all articles.

Town Clerk Michael McCarron gave input on the Bicentennial Committee article for they asked to keep it at \$10,000 since they are still in the developmental stage.

## IV. Finance Director Re: FY18' Health Insurance

Interim Finance Director informed the Board that the FY 18' Health Insurance rates came in with an increase of 9.3 percent. The Board asked for Finance Director Gould to have a meeting with the Insurance Advisory Committee to come up with an option in the best interest of the town and employees. Finance Director Gould is looking at other health insurance plans to help offset the proposed increase.

## V. Approval of Catastrophic Sick Pool Time

**Chairman Anderson moved to approved the use of the Catastrophic Sick Pool Time as described in the town personnel bylaws. Second by Archibald, motion passed.**

## VI. First Floor Hearing Room and Annex – Audio System

Town Meeting is upon us and we need to have someone look at the audio in the Annex to get a second opinion. Chairman Anderson hoped to have Cable Advisory Glenn Kemper here tonight to discuss this item.

**Chairman Anderson moved for Executive Administrator Winglass to work with a second party to investigate the audio for both locations. Second by Selectman Archibald, motion passed.**

VII. Harbor Committee Re: Mooring and Dock Permits

Present were Thomas Goodwin, David Koopman and Brad Dore.

A discussion took place on mooring permit, fees, docks and access for a mooring. Mooring bills went out this year which is a cumulative list from previous years. New mooring or dock permits are to be sent to Tom Goodwin for his input and approval.

The Harbor Committee submitted a proposed job description for a Harbormaster and they will continue to work on defining this position. The pump-out boat was discussed to bring this back into play or partner with another community. The boat can be used for pump out's only and the option of hiring for this position and scheduling part-time hours for this service was proposed as an option to consider this year. The Board asked Finance Director Gould to find out about past boat excise tax and whether the town's 50% went back into the general fund or is it in a separate fund.

VIII. Main Street Auto Re: Used Car Dealer License-Class II

**Chairman Anderson moved to approve a Used Car Dealer License – Class II for Main Street Auto. Second by Archibald as outlined in the license. Motion passed.**

IX. Appointments

**Chairman Anderson moved to approve Donna Peary, Assessors Clerk until July 30<sup>th</sup> or the return of the Assessors Clerk who is out on medical leave. Second by Archibald, motion passed.**

X. Payroll and Invoice Warrants

**Chairman Anderson moved to approve the Payroll and Invoice Warrants. Second by Selectman Archibald, motion passed.**

XI. Placing items for future agendas

**Chairman Anderson moved to adjourn at 9:14pm. Second by Archibald, motion passed.**

Respectfully Submitted,

Mary Winglass, Executive Administrator