



Town of West Newbury
Select Board
Monday, October 18, 2021 @ 7:00pm
381 Main Street, Town Office Building
www.wnewbury.org
Open Session Meeting Minutes

Open Session: Open session was called to order at 7:04pm by Chairperson Parker.

Participation at Meeting:

Richard Parker, David Archibald, and Wendy Reed *Select Board Members*
Angus Jennings, *Town Manager*
James Blatchford, *Town Clerk*
Tim Zessin, *Town Counsel KP Law*
KC Swallow, *Town Moderator*
Stephanie Frontiera, *Town Accountant*
James Sperelakis, Gary Roberts & Nathan Kelly *Finance Committee*

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; see agenda for details.
- Open Space Committee: Fall Trail Hike! Sunday, October 17 at 1pm. Meet at Mill Pond Lower Field parking area (see page 2 for details).
- Flu Shot Clinic. Tuesday, October 19 from 10am-noon. Town Offices Annex. Sponsored by Council on Aging and Conley's Pharmacy. Bring insurance card. High dose available. Call 978-363-1104 to register (see page 3 for details)
- Special Town Meeting: Saturday, October 23, 2021 at 2pm. Outdoors at the Bandstand (see page 4).
- Public Meeting regarding Soldiers & Sailors Building, Monday, Oct. 25 at 7pm
- Trick or Treating: Sunday, October 31 from 5:30-7:30pm (see pages 5-9 for safety tips).
- Pentucket Arts Association Terror Trail- Maple Crest Farm Saturday, Oct. 23 6-9pm
- Call for volunteers: current opportunities at <https://www.wnewbury.org/volunteer>
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

Regular Business

A. Joint meeting with the Town Moderator, Finance Committee, Town Counsel and Town Manager to review the 2021 Fall Town Warrant, Motions and Meeting set for October 23, 2021 at 2pm

The Select Board agreed that one member of the Select Board would make all the motions at the Town Meeting (see exhibit A pages 10-23 for details). An alternative plan in the event of inclement weather was discussed as the meeting would take place outside. It was decided an alternative date and venue would be determined that week in the event the weather was predicted to interfere with the meeting. The Select Board, Jennings, and Zessin discussed how to proceed if a quorum of 90 was not achieved for a portion of the articles. Zessin stated the articles requiring a 90-person quorum could be postponed, but the same issue could arise at the postponement date.

The Select Board, Jennings, and Swallow reviewed the draft motions for the articles. The pre-meeting for the Select Board was scheduled for 30mins prior to the Town Meeting. Zessin reviewed the Affordable Housing Trust MGL, stating that the acceptance of the law was the first step before creating a bylaw. Swallow was informed that the Select Board and Jennings had no knowledge of any reports to be presented.

The Select Board discussed the proposed Free Cash transfer of \$200,000 reduce the 2022 taxes to little, if any, increase. Discussion continued as to how much money the Department of Revenue recommended for a town to reserve in Free Cash, and the town had twice the amount recommended. Jennings discussed yearly turn-backs through the Fire Department, FinCom Reserve Fund, and unexpected revenue that are conservatively budgeted and have consistent returns to Free Cash at the end of the year. Frontiera explained contract negotiations and unexpected expenditures are built into the budget which also trigger turn-backs if not used. The Select Board, James Sperelakis, and Jennings briefly discussed financial support for the Water Department for Capital Improvements, determining if regional collaboration was possible, and how the General Fund could support the Water Department but only through a vote through the Town Meeting. **No motions were made at this time.**

B. Overview of active and anticipated projects / initiatives – Town Manager

Jennings discussed creating a comprehensive list of currently active/ongoing initiatives and future initiatives that are known about but not fully started. Jennings stated a comprehensive list would help deliver information to residents, examine if staffing levels would require adjustments, prioritize initiatives, and assist with setting the FY23 budget. Jennings proposed a presentation of the initiatives for the November 1st meeting. **No motion made at this time.**

C. Update on Community Compact grant application re wage study; follow-up from October 14th meeting with Boards/Commission Chairs regarding personnel policy/administration

Jennings stated the wage study would identify wage ranges, job grades, and job descriptions (see exhibit C pages 24-58 for details). **No motion was made at this time.**

D. Draft policy to require advance Town Manager approval of overtime and hours worked above budgeted

Jennings presented the draft policy and discussed the importance of a consistent procedure and managerial oversight to ensure overages in budgeted payroll could be avoided (see exhibit D pages 59-62 for details). Jennings stated that if overtime was worked, advanced approval and a submission of reasoning would be required on the employee's timesheet. **Parker made a motion to refer to a public hearing. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).** The public hearing was penciled in for November 15, 2021.

E. Discussion of affordable housing policy/strategy

The Select Board and Jennings discussed topics covered in the Affordable Housing Webinar (see exhibit E page 63 for details). It was stated that if the Town Meeting Article was approved, creation of a bylaw would be the next step or a decision to follow the statute. **No motion was made at this time.**

F. Request for authorization to declare old Fire Rescue vehicle surplus and authorize disposition in accordance with Town policy regarding Disposal of Surplus Property

Jennings stated the request was for the Select Board to vote that the old fire rescue vehicle was a surplus and to authorize disposition to the procurement officer (see exhibit F pages 64-65 for details). Jennings reviewed that the procurement officer would then advertise or go through 30b process if valued over \$10,000. **Parker made a motion to declare the old Fire Rescue vehicle a surplus and to authorize disposition according to Town policy regarding Disposal of Surplus Property. Archibald seconded.** Jennings stated the funds would be placed in the miscellaneous non-reoccurring fund. Frontiera stated the non-reoccurring fund would closeout at the end of the year and go into Free Cash. **Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

G. Follow up meeting assignments

Current and anticipated projects/initiatives presentation postponed until November 1, 2022 meeting.

H. Placing items for future agendas

Jennings and the Select Board discussed placing short-term rentals on a future agenda. The Select Board and Jennings discussed the bylaw passed in 2017 and the areas in which it was unclear. Conversation continued as to whether a license would need to be issued and which departments would need to be involved to approve the short-term rental properties. The group agreed this topic should be discussed before an issue involving short-term rentals is placed before them.

Parker made a motion to adjourn. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain). Open session adjourned at 9:15pm.