



**Town of West Newbury
Select Board
Monday, December 12, 2022 @ 7:30pm
381 Main Street, Town Office Building
www.wnewbury.org
Open Session Meeting Minutes**

Open Session: Open session was called to order at 7:38 pm by Chairperson Archibald

Participation at the meeting:

David Archibald, Richard Parker, and Wendy Reed *Select Board Members*
Angus Jennings, *Town Manager*
James Blatchford, *Town Clerk*

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; agenda for details.
- Holiday Luncheon and musical performance by the Page School Chorus – Thursday, December 15th at 11:30am, SAGE Center – spaghetti & meatballs, FREE to attend, advance registration required
- Call for volunteers! Open positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- Reminder to subscribe for emailed Town agendas/news/announcements at www.wnewbury.org/subscribe

Regular Business

A. Wage/Classification study: review draft work products for modification and/or approval

Jennings reviewed the elements of the Wage and Classification study and stated the draft versions of the updated job descriptions had been circulated to all departments and staff. Jennings stated some comments had been received concerning the job descriptions and the Town Manager's Office would accept additional comments through the end of the week. Jennings stated the Select Board had a hard deadline of December 19, 2022 to endorse the grade and step table, set the minimum and maximum wages for each grade, designate each position within the grades, and to adjust and approve mid-year wage adjustments with retroactive pay from July 1, 2022. Archibald stated the Select Board would continue to work on these items in executive session. **No motion was made at this time.**

Town Manager Updates

B. Follow up meeting assignment; placing items for future agendas

No items were discussed at this time.

Archibald made a motion to recess the open session and to return to executive session. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

Open session reconvened at 11:00pm. Archibald made a motion to adjourn open session at 11:00pm. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).