



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

Monday, November 13, 2017 6:00 p.m.  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)

### Selectmen's Open Session Minutes

Chairman David Archibald called the meeting to order at 6:01pm. In attendance were Selectmen David Archibald, Chairman, Glenn A. Kemper and Joseph H. Anderson, Jr. Also in attendance were Town Counsel Michael McCarron, Interim Finance Director Andrew Gould, and Executive Administrator Mary Winglass.

**Chairman Archibald moved to go into Executive Session under 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; 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; 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. (Police Department Union Contract); Executive Session Minutes dated September 25, 2017, October 2, 2017, October 16, 2017, October 30, 2017. Second by Selectman Anderson with a unanimous roll call vote: Archibald – aye, Anderson – aye, Kemper – aye.**

Chairman Archibald reconvened the open session at 7:00 PM in the First-Floor Hearing Room

#### **Announcement:**

Archibald announced that the PRSD is hosting their next *Thoughtexchange* conversation from November 13<sup>th</sup> – November 26<sup>th</sup> for the purpose of gathering additional information about the possible grade 7-12 configuration.

Chairman Archibald announced that offices will be closed the day after Thanksgiving.

- **PUBLIC NOTICE, FY2018 TAX CLASSIFICATION HEARING**

The Board of Selectmen held a public hearing, in accordance with MGL Chapter 40, Section 56, for the purpose of determining the minimum residential factor and rates for all classes of properties: Residential, Commercial, Industrial, Open Space, and Personal Properties.

The Board reviewed the presentation submitted by Town Assessor Meredith Stone regarding the Fiscal Year 2018 Classification. They discussed the single tax rate proposed at \$14.56 per 1,000, therefore the average tax bill would change by approximately \$140.00, or 1.8%. Stone and the Board discussed the overlay balance over the past 5 years, receivables, and the overlay surplus.

**Selectman Anderson motioned to adopt a single tax rate which is a residential factor of one, to not allow a residential exemption, to not allow a small commercial exemption and to not allow a discount for property classified as Open Space, to be applied for fiscal year 2018. Seconded by Selectman Kemper and it carried 3-0-0.**

I. Assessing: Tax Bill Insert and Overlay Account

Town Assessor Meredith Stone discussed a free service from the Salem Registry of Deeds which will monitor any changes on residents' property deed for fraudulent activities. She requested that an insert explaining the service be sent to residents with the tax bill.

**Selectman Kemper made a motion to accept that the informational insert be included with the tax bills. Seconded by Selectman Kemper and it carried 3-0-0.**

II. Police Department: hiring of Kara Percival, Full Time Dispatcher

Chief Reed requested the Board accept the hiring of Kara Percival as a Full Time Dispatcher.

**Selectman Kemper motioned to appoint Kara Percival as a Full Time Dispatcher for the Town of West Newbury through a term ending June 30, 2018. Seconded by Chairman Archibald, and it carried 3-0-0.**

III. Crane Neck Christmas Tree Farm: Signs on town property

The Board reviewed Jeb Breckbill's request for his Christmas Tree signs. His request is to put the signs where Maple Street meets Georgetown Rd., the phone pole on Ash and Middle Streets on the side approaching Byfield, and one around the intersection of Main and Crane Neck Streets on the Food Mart side of that intersection. The approximate time frame for the signs is Thanksgiving to Christmas. The Board discussed that they don't have authority to approve a sign on a telephone pole.

**Selectman Anderson motioned to accept Crane Neck Christmas Tree sign request on town property, and that Breckbill would need permission from the phone company to put a sign on the telephone pole. Seconded by Selectman Kemper and it carried 3-0-0.**

IV. Mass Cultural Council: FY2018 Contract and Scope of Services

The Board reviewed the Mass Cultural Council Contract and scope of services for the Town of West Newbury that covers the transfer of FY2018 Local Cultural Council funds to your local cultural council account for the town. Chairman Archibald signed the contract.

**Chairman Archibald motioned for the town to abide by the regulations and accept the \$4,400 from the Commonwealth to support cultural councils in individual cities and towns. Seconded by Kemper and it carried 3-0-0.**

V. After action review of October/November 2017 storm

EMA Director Lee Ann Delp was present and handed out a Standard Operating Procedures (SOP) for the West Newbury Public Safety Dispatcher.

The Board discussed the utilities response with the recent storm on October 30, 2017 there could have been a better line of communication and the response time was very slow. Kemper had previously met with Lee Ann Delp, Director of the West Newbury Emergency Management Agency to discuss an emergency notification system. Lee Ann discussed with the Board the notification procedure in an emergency event and provided guidance materials about the different roles and responsibilities in town. Delp requested that Nat'l Grid and Selectmen have a meeting to discuss the notification procedure, as well as to discuss the reason for the slow response that was provided during the storm. The Board agreed to send feedback to Delp on the SOP's.

VI. Finance Committee: FY2019 Budget Planning

Selectman Anderson announced that there is an opening on the Finance Committee. He also shared that the DLS consultant will start the work in early 2018. Tom Ellis, Chairman stated that they are actively working on the proposed policy developing free cash and stabilization/trust accounts. The Board reviewed a proposed FY2019 Budget Schedule with the Finance Committee, the Annual Town Meeting will be on April 30, 2017 and the town election will be held on May 7, 2017.

VII. Park and Recreation: Conceptual Plan to expand the Pipestave Facility

William Bachrach presented the Board with a 4-year survey report on all the parks within the town which included the usage, how many people are using the fields as well the proposed expansion. Bachrach stated that on the Pipestave Facility they are expecting 600-700 usage hours in the Fall, and Spring 800-950 hours.

Therefore, the Park and Recreation Commissioners are proposing to expand the Pipestave facility into the Dunn property and request \$1,000 to develop a conceptual plan. The Wentworth Capstone Project which would involve Wentworth students to collaborate on the project proponents to include several elements of civil engineering.

Kathy Furey stated her concern for parking. Ryan Goodwin, Chairman of the Mill Pond Committee asked if the School Building Committee has been informed of this proposal as it could financially coincide with the building of the new school. Selectman Kemper stated that he will inform the School Building Committee but prefers that this project be funded separately.

**Selectman Kemper motioned to authorize the funding of \$1,000 from the Selectmen's Professional and Tech Services line item. Seconded by Selectman Anderson and it carried 3-0-0.**

#### VIII. Review of Department Head FY'18 Objectives

Selectman Anderson stated the following objectives: Increase communication beyond the website, enhance developer oversight such as large developments for the Inspection Department, Develop strategies to decrease dispatch overtime and employee turnover within the Police Department, and create a procurement for River Meadow Drive.

Chairman Archibald proposed to have a consolidated phone system and requested an update on the cost of recycling.

The Board discussed expanding the Senior Workout Program and requested for Theresa Woodbury, Director of the Council on Aging to provide an update to the Board.

#### IX. Update on Town Manager Search

Selectman Anderson provided an update on the Town Manager search with roughly 30 potential applicants. The Search Committee is in the process of reviewing the resumes and selecting candidates to meet with Selectmen. The screening should be completed by the second week of December. tentative interviews with the Board will begin early January.

#### X. Appointments

**Selectman Kemper motioned to appoint Wendy Reed as an alternate member of the Open Space Committee through a term ending June 30, 2018. Seconded by Anderson and it carried 3-0-0.**

**Selectman Anderson motioned to appoint Marlene Switzer as a permanent member on the Open Space Committee through a term ending June 30, 2018. Seconded by Chairman Archibald and it carried 3-0-0.**

#### XI. Spring Town Meeting: review and follow up on warrant articles

Archibald provided an update on warrant articles from the 2017 Spring Town Meeting, and provided an update on the balances for Articles 2,5,6,7, and 8.

#### XII. Rules for signs on town property

Previously the Board agreed to require an applicant to have written permission from a homeowner whose property the sign would be placed on and submit to the Selectmen's Office. The Board decided to change that procedure to require the applicant to acquire permission from

the property owner if placing a sign on the property or in the right of way. This change would not require the property owner to submit their approval to the Selectmen's Office.

**Selectman Anderson motioned to amend the Sign Policy and to rescind the previous motion to have written permission from the homeowner but to have the applicant state the confirmation from the homeowner along with the address. Seconded by Chairman Archibald and it carried 3-0-0.**

XIII. Selectmen's Meeting minutes dated September 25, 2017, October 2, 2017, October 16, 2017 and October 30, 2017

**Selectman Kemper motioned to approve the Meeting Minutes dated September 25, 2017, October 2, 2017, October 16, 2017 and October 30, 2017. Seconded by Selectman Anderson and it carried 3-0-0.**

XIV. Payroll and Invoice Warrants

**Selectman Kemper motioned to accept the invoice warrants. Seconded by Selectman Anderson and it carried 3-0-0.**

**Selectman Anderson motioned to approve the payroll warrant. Seconded by Chairman Archibald, and it carried 3-0-1. Selectman Kemper abstained.**

XV. Placing items for future agendas

The following are the tasks from tonight's meeting and future agenda items:

- Mary Winglass will provide instructions on electronically signing the DOR.
- Lee Ann Delp will provide an update on the storm notification
- Discuss the budget at the next meeting and Anderson will create a draft calendar.
- Mary Winglass will Post the open position for the Fin Com.
- Mary Winglass will follow-up with the Board of Health on recycling
- Request to have Theresa Woodbury meet with the Board on the senior tax work off program.
- Mary Winglass will update the sign regulations
- Discuss with Recreation possible candidates for the Commissions open positions
- School Committee for an update on the school project
- Organizational changes related to the new town manager
- School Resource Officer update
- Discuss the DLS consultant

**Selectman Anderson motioned to adjourn at 9:50pm. Seconded by Selectman Kemper and it carried 3-0-0.**

Respectfully Submitted,

Lori Dawidowicz  
Recording Secretary