



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

Monday, August 6, 2018 @ 6pm  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)

### **Open Meeting Minutes**

Chairman Kemper opened the meeting at 6:04pm. Selectmen in attendance were Chairman Glenn A. Kemper, David W. Archibald and Joseph H. Anderson, Jr. Others present were Town Manager Angus Jennings, Town Counsel Michael McCarron and Executive Administrator Mary Winglass.

**Chairman Kemper 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 (Consultation with Town Counsel); 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 and to review Executive Session Minutes dated March 19, 2018, March 26, 2018, April 2, 2018, April 9, 2018 and April 17, 2018. Second by Selectman Anderson with a unanimous roll call vote: Kemper – aye, Archibald – aye, Anderson – aye.**

Chairman Kemper called the open session back to order at 7pm.

The Board made 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.
- Senator Tarr and Representative Mirra was instrumental with the approval of \$25,000 to the Town of West Newbury to be expended for the bicentennial celebration in 2019.
- Tomorrow is National Night Out at the Pentucket Regional High School
- Pentucket Building Committee and School Committee is meeting tomorrow at 6:30pm
- State Primary is September 4, 2018, polls are open 7am to 8pm, 379 Main Street (Annex next to the Town Offices)
- Absentee ballots are available at the Town Clerk's Office
- Last day to register to vote is Wednesday, August 15th at the Town Clerk's Office

### **Regular Business**

- A. Police Department: Letter of Recognition to Officer Richard Parenteau and Dispatcher Kelsey Grenham

Police Chief Reed recognized Dispatcher Kelsey Grenham and Officer Richard Parenteau for their professionalism and hard work in the Center.

*Documentation: Letters of Recognition from Chief of Police Art Reed*

- B. Appointments/Reappointments
- a. Planning Board: Appointment of Associate Member

The Planning Board recommended Kim Monahan for the one-year appointment as an Associate Member. Ms. Monahan was present and discussed her interest in the position.

**Selectman Anderson moved to appoint Kim Monahan as an Associate Member of the Planning Board with a term to expire on June 30, 2018. Second by Chairman Kemper with a unanimous vote, 3-0-0.**

*Documentation: Memo from Planning Board and Applications for Appointment from Kim Monahan and Jennifer Reardon*

b. Jessica Knezek: Request for Appointment to the Finance Committee

Jessica Knezek was present to discuss her application and answered questions from the Board of Selectmen.

**Selectman Anderson motioned to appoint Jessica Knezek as a member of the Finance Committee with a term expiration of June 30, 2021. Second by Selectman Archibald with a unanimous vote, 3-0-0.**

*Documentation: Application for Appointment from Kim Knezek*

c. S. Paul Knezek: Request for Appointment to the Historical Commission

Paul Knezek was present to discuss his application to the Historical Commission.

**Selectman Anderson moved to appoint S. Paul Knezek as a member of the Historical Commission with a term expiration of June 30, 2020. Second by Archibald with a unanimous vote, 3-0-0.**

*Documentation: Application for Appointment from Paul Knezek*

d. Kathleen & Stephen Swallow: Reappointment to the Bicentennial Committee

**Selectman Anderson moved to reappoint Kathleen and Stephen Swallow to the Bicentennial Committee with a term expiration of June 30, 2019. Second by Kemper with a unanimous vote 3-0-0.**

*Documentation: Applications for Appointment from Kathleen and Stephen Swallow*

C. Apple Harvest Road Race

Michelle Card, West Newbury PTO was present to discuss the annual Apple Harvest Road Race.

**Selectman Anderson moved to approve of the special event application for the Apple Harvest Road Race to be held on October 13, 2018. Second by Archibald with a unanimous vote, 3-0-0.**

A discussion took place on a one-day liquor license for the pasta dinner the night before the race at the Annex. The Board gave the final date of Wednesday, September 26<sup>th</sup> at noontime to submit the application and insurance requirements.

*Documentation: Special Event Permit for the Apple Harvest Road Race and Use of Facilities for Pasta Dinner at the Annex.*

D. Town Clerk: Warrant for 2018 State Primary

**Selectman Anderson motioned to approve the signing of the Warrant for the 2018 State Primary. Second by Kemper with a unanimous vote, 3-0-0.**

*Documentation: Six originals of the Warrant for 2018 State Primary*

E. Clarify policy/procedure on disposition of items of low value

Discussion took place on the adoption of a written policy of the disposition of surplus supplies. Town Manager Jennings will prepare a draft for the Board's consideration.

*Documentation: Memo from Town Manager and Police Chief Reed*

F. Update on enforcement options and staff responsibilities: Short Term Rental Bylaw

Discussion took place on designating Town Officials to carry out the enforcement duties of the Short-Term Rental Bylaw. TM designate town officials to carry out enforcement, on record. TM as the primary and the secondary as the Building Inspector.

**Selectman Anderson moved to appoint the Town Manager as the primary and the Building Inspector as the secondary enforcement agent for the short-term rental bylaw. Second by Archibald with unanimous vote, 3-0-0.**

The website will be updated to reflect an email address for enforcement purposes to send a message to the Town Manager.

*Documentation: Memo from Town Manager*

G. Proposed amendments to Policy on Rental of Town Facilities and Form

The Board reviewed a proposed amended policy and form for the rental of town facilities. Discussion took place on defining nonprofit organizations and the waiver of fees. The Board agreed that any nonprofit organization requesting to use town facilities in excess of six time per year would need approval for the waiver of fees by the Board of Selectmen.

**Selectman Anderson moved to approve the revised policy, form and fee schedule for the Rental of Town Facilities and as amended by the Board of Selectmen. Second by Kemper with a unanimous vote, 3-0-0.**

*Documentation: Memo from Town Manager with amended policy and form*

H. Proposed amendments to Special Event Permit Guidelines

Discussion took place on proposed amendments to the special event permit guidelines which basically did not change the intent but clarified the application for permit.

**Selectman Anderson moved to approve the recommendations of the Town Manager with a change to submitting the application from 90 days before the event to 60 days before the event. Second by Kemper, motioned passed with 2-0-1 with Selectman Archibald opposed due to the change to 60 days.**

*Documentation: Memo from Town Manager with amended permit*

I. Proposed amendments to prior Board policies to remove inconsistencies and clarify protocols with regard to the Town Manager special legislation

Discussion took place on proposed amendments by the Town Manager to several Selectmen policies.

**Selectman Anderson moved to approve the policy recommendations from the Town Managers with the exception of the edits discussed tonight and those to be tabled. Second by Chairman Kemper with a unanimous vote.**

The policies will be posted on the town's website.

*Documentation: Memo from Town Manager with proposed amendments to previously adopted Board of Selectmen policies*

J. FY'19 Selectmen's goals

Review of proposed goals for FY'19. The Board articulated the goals and the Town Manager works with the staff on realistic guidelines.

*Documentation: Draft goals from Selectman Anderson and Selectman Archibald*

K. Board review and approval of draft calendar for Fall 2018 Special Town Meeting

**Selectman Anderson moved to approve the calendar for the Fall 2018 Special Town Meeting with amendment to September 4th. Second by Chairman Kemper with a unanimous vote.**

*Documentation: Memo from Town Manager of draft calendar*

L. Selectmen's Meeting minutes dated June 11, 2018

**Selectman Anderson moved to approve the Selectmen's Meeting minutes dated June 11, 2018 as written. Second by Chairman Kemper with a unanimous vote.**

*Documentation: Draft minutes*

**Town Manager Reports**

1. Update on Middle Street Bridge meetings with Newburyport Mayor and staff

Town Manager Jennings updated the Board and the public on his contact with Newburyport obtaining a small bridge grant for the hiring of an engineer to design and to outline cost options.

*Documentation: Memo from Town Manager on update*

2. Recommended venue for public presentation of consultant report on Town Center Shared Septic Study

No date has been set yet for a public presentation and report.

*Documentation: Memo from Town Manager dated August 3, 2018*

3. Clarify authority for administrative oversight of personnel, including signing timesheets, approving vacation requests, performance evaluations, approval of vacation carry-forwards and extensions, etc.

Town Manager Jennings will bring his written recommendation to the Board at a future meeting.

*Documentation: Memo from Town Manager dated August 3, 2018*

4. Discussion of communication protocols between Board and staff between meetings, including Board expectations regarding notification of routine public safety activities between meetings

Discussion took place on protocol with notifications and expectations from the Board.

**Selectman Anderson moved to a trial and promise to put this back on the agenda October 29<sup>th</sup> to revisit this item. Second by Archibald with a unanimous vote.**

Documentation: Memo from Town Manager dated August 3, 2018

5. Report on FY'18 financial closeout

Town Manager Jennings updated the Board on the progress and timeline of the FY'18 year-end reports and audit.

*Documentation: Memo from Town Manager dated August 3, 2018*

Follow up meeting assignments  
Placing items for future agendas

- DSL meeting on Monday with the Finance Committee to implement and approve policy.

**Chairman Kemper motioned to adjourn at 9:54pm. Second by Selectman Archibald with a unanimous vote.**

Respectfully Submitted,

Mary Winglass, Executive Administrator