



Town of West Newbury Board of Selectmen

Monday, October 15, 2018 @ 6pm
381 Main Street, Town Office Building
www.wnewbury.org

Open Session Minutes

Chairman Kemper called the meeting to order at 6pm. Selectmen in attendance were Glenn A. Kemper, Chairman, David W. Archibald and Joseph H. Anderson, Jr.

Others in attendance Town Manager Angus Jennings, Town Counsel Michael McCarron and Executive Administrator Mary Winglass.

Chairman Kemper moved to go into Executive Session per MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; 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; Executive Session Minutes dated June 11, 2018; June 25, 2018; July 16, 2018; July 30, 2018; August 6, 2018; and September 4, 2018. Second by Selectman Anderson with a unanimous roll call vote: Kemper – aye, Anderson – aye, Archibald – aye.

Chairman Kemper called the meeting back to order at 7:03pm and 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.

- Fall Special Town Meeting, October 22nd 7pm at Town Annex, 379 Main Street
- Early Voting during regular business hours commencing on October 22nd and ending November 2nd. Saturday, October 27th hours will be from 9am to 1pm.
- Fall National Drug Take Back Day, October 27th 10am to 2pm at the West Newbury Police Station
- Trick or Treat, October 31st from 5:30pm to 7:30pm
- Board of Assessors & Council on Aging information sessions on tax abatements for senior citizens, veterans and the disabled – Wednesday, Nov. 14 at noon (lunch will be served) and Wednesday, Dec. 5 at 5:30 PM, both at the Council on Aging. RSVP to Theresa at (978) 363-1104 or coa@wnewbury.org

Regular Business

- A. Vote proclamation for National Friends of Libraries week, October 21-28, 2018

Selectman Archibald motioned to adopt the National Friends of Libraries week and Now, therefore, be it resolved that the Trustees of the West Newbury Library and the Board of Selectmen proclaims October 21-28, 2018 as Friends of Libraries week in West Newbury and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better. Second by Chairman Kemper with a unanimous vote.

Documentation: Proclamation

- B. Sign warrant for November 6th election

Selectman Anderson moved to approve and sign the warrant for the November 6, 2018 election. Second by Chairman Kemper with a unanimous vote.

Documentation: Commonwealth of MA Warrant for the November 6th election

C. Resident request for fee waiver for use of town property six times or more per year

Linda Schaeffer, Director of the Thom-Pentucket Early Intervention to request the use of town space six or more times for the year and as a non-profit organization to waive the fee. Ms. Schaeffer explained that the use is for employee training and due to proximity, it is the best location.

Selectman Anderson moved to approve the Thom-Pentucket Early Intervention the use of town facilities seven times in calendar year 2019, to waive the fee and direct parking to the rear parking lot. Second by Chairman Kemper with a unanimous vote.

Documentation: Letter from Linda Schaeffer, Director dated October 9, 2018 and (2) requests for use of facilities applications.

D. Appointment of DPW Director: Interview candidate recommended by Town Manager

The Board met with Wayne Amaral as the candidate recommended by Town Manager Angus Jennings for the position of DPW Director. Mr. Amaral spoke on his experience and accomplishments and answered questions from the Board.

Selectman Anderson moved to appoint Wayne Amaral as the DPW Director, contingent upon successful salary negotiations with the Town Manager, for a term ending 6-30-19. Second by Selectman Archibald with a unanimous vote. The Board thanked Town Manager Jennings for a great job.

Documentation: Cover letter and resume from Wayne Amaral

E. Proposed amendment to town facilities rental policy to allow for rental by Town staff

Selectman Anderson moved to amend the town facilities rental policy as proposed and for employees to be charged the same rate as residents. Second by Chairman Kemper with a unanimous vote.

Documentation: Proposed amendments to the town facilities rental policy

F. Request for waiver of insurance requirements in Policy on Rental of Town Facilities for town

Selectman Anderson moved to waive the insurance requirement to Angus Jennings for the use of the Town Hall on November 3, 2018 from 1pm to 5pm. Second by Chairman Kemper with a unanimous vote.

Documentation: Request for use of facilities from Angus Jennings

G. Establish date and time of Holiday Tree Lighting

The Board confirmed the date of Thursday, November 29th for the Holiday Tree Lighting.

Documentation: Notice of event

Town Manager Updates

H. Update on work with Town Auditor toward completion of FY18 Audit

Town Manager Jennings informed the Board the audit is proceeding well with an estimated completion date of later this month or in November.

I. Discussion of signage regarding off-leash dogs at Artichoke Reservoir

Chairman Kemper explained that he received some complaints and pictures sent to him with some aggressive dogs at the reservoir off Moulton Street and recommended that signs are placed regarding the leash law. Selectman Archibald added that he runs along that area and has encountered dogs off their leash. Town Counsel McCarron explained the town's leash law states they must have immediately control and we may need to take another look at for this is town property and the Board has the authority to regulate.

Selectman Anderson moved to place signs at the Artichoke Reservoir. Second by Chairman Kemper with a unanimous vote.

J. Review of staff pay during closures on non-holidays including weather-related closures

Town Manager Jennings discussed the personnel policy defines the holidays and asked for direction on closing for non-holidays to include closing early on the day before Christmas, the day after Thanksgiving and weather-related closures. The Board responded that the employees are paid only if they are scheduled to work during the closure.

K. Review of stormwater management MS4 Notice of Intent (NOI) filed with EPA on 9/30/2018; discussion of required work, deadlines, and impact on staff time

Town Manager Jennings reviewed the timeline for what needs to be done this fiscal year which include a substantial work load to include training of staff, updated plan, construction site and post construction bylaw. Some of these items will require town meeting vote. The plan is to have a good sense of the work scope by the end of the calendar year.

L. Follow up meeting assignments

Correct poster for the Fall National Drug Take Back Day
Post notices on the website: Library Proclamation and Tree Lighting after Halloween
Work on signs at the reservoir
Negotiating with the DPW Director

M. Placing items for future agendas

Maple Street – Chairman Kemper stated that there is a 4x4 sign by a Boy Scout and heard that the town charged a \$50 permit fee

Chairman Kemper asked the town to look into National Grid contractors out cutting trees and residents are asking when the town will remove the trees cut and left in their yard. This is not done by the town and Town Manager will obtain information.

Selectman Anderson discussed the DLS policies to schedule a meeting in November with the Finance Committee in preparation of the Spring Annual Town Meeting.

Preliminary strategy discussion for school funding to give the taxpayers some idea

Post a meeting for 6:30pm prior to Town Meeting

Chairman Kemper motioned to adjourn at 8:19pm. Second by Selectman Archibald with a unanimous vote.

Respectfully Submitted,

Mary Winglass, Executive Administrator