

**Town of West Newbury  
Board of Selectmen**

Monday, May 15, 2017 7:30 p.m.

First Floor Hearing Room 381 Main Street, Town Office Building

[www.wnewbury.org](http://www.wnewbury.org)

Public Meeting

Chairman Anderson opened the meeting at 6:03pm. In attendance were Selectmen Joseph H. Anderson, Jr., Chairman, Glenn A. Kemper and David W. Archibald. Also in attendance were Town Clerk/Town Counsel Michael McCarron, Interim Finance Director Andrew Gould, Police Chief Art Reed and Executive Administrator Mary Winglass.

**Chairman Anderson moved to go into Executive Session under 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 and to review Executive Session Minutes dated March 6, 2017 and March 20, 2017. Second by Selectman Archibald with a unanimous roll call vote: Anderson – aye, Kemper – aye, Archibald – aye.**

**Chairman Anderson moved to close the Executive Session at 7:40pm. Second by Selectman Archibald with a unanimous roll call vote: Anderson – aye, Archibald – aye, Kemper - aye.**

Chairman Anderson reconvened the open session at 7:45pm.

Chairman Anderson made the following announcements:

- Memorial Day Parade/Ceremony, May 29th; Parade starts at 10:30am, ceremony following the parade to be held at the front of the G.A.R. Library. All are invited to attend this special event.
- The Garden Club's annual plant sale is this Saturday, May 20th, 8:30 - 12:00, at the Training Field.
- Congratulations to the Police Department on earning re-accreditation from the Massachusetts Police Accreditation Commission, at a ceremony on May 3rd. A special thanks to Sgt. Dan Cena and Officer Jay Johnson for the many hours they put into managing the certification process.

**Regular Business**

I. Police Chief Reed: Presentation to Office

Donna Taylor Mooers, Executive Director from Massachusetts Police Accreditation Commission, presented Chief Reed with re-certificate of accreditation. Mooers stated that to achieve the certification is a badge of honor, and one of the best measures to a police departments' compliance. This is the 2<sup>nd</sup> time that the West Newbury Police Department received the certification, and awarded until September 2019. Each officer

will wear a special service ribbon in recognition of the certification. With the re-certification, the Police Department will receive \$625 back from the insurance company, as a 1% award discount on the insurance policy.

In recognition of National Law Enforcement Week, Reed presented award accommodations to multiple members of the Police Department for military service. Sargent Dan Cena was awarded the Chief Achievement Award. Reed also recognized Officer Jay Johnson for his assistance with the recertification process. Officer Eric Forni received a letter of recognition for his service and professionalism for responding to a call on March 27, 2006, as a young girl that had fallen into a body of water in West Newbury. Judy Romano, Dispatcher, received a letter of recognition for aide in assisting a resident back to her home in September 2016. The resident called the dispatch center from North Andover stating she was lost and couldn't find her way home. When Romano was completed with her shift she drove to the missing resident and drove her back home. Sgt. Durand was recognized for his assistance with Pentucket Art School in painting the town seal in the lobby of the Safety Complex. Reed recognized the following for going above and beyond: Mike Dwyer, was recognized for his outstanding leadership when given the opportunity to become a Field Training officer. Danielle Burrill, who made multiple drug arrests, as well as assisted other departments on and off duty. Rich Parenteau, who had assisted with Reed's transition. Chris Maguire, taking the challenge to becoming the newest officer of the department. John Cammarata, lead Dispatcher was recognized for all his leadership and training that he has provided. Reed awarded Jay Johnson a ribbon to wear on his uniform for his service in the US Army and Dan Richmond for his service in the US Marine Corp.

## II. School Resource Officer

Chief Reed stated that the goal for the position is to begin the first day of school being a 5 day a week position, and will be fully integrated in the school. This position will be both at the high school, and middle school. Reed had stated that it is a future goal that the Elementary School have a Resource Officer as well. The job description has been completed and the Resource Officer will report directly to Chief Reed. Reed plans to meet with the Superintendent and Principals on the status on the position throughout the school year. Reed stated that he has 270 days to send a Reserve Officer to a full-time academy from date of hire; the interview board will include the Superintendent, Principals, possibly 1 or 2 students, community citizens, and police officers from other towns.

Selectman Kemper questioned if there would be confidentiality between the officer and student. Reed replied that part of the process of the resource officer is to provide mentoring to students, and that it would be confidential.

### III. Emergency Alert System for the Town Offices

Chief Reed was previously questioned by Executive Administrator Winglass if there is a panic alarm system in the town. Reed stated that there is currently not a system in place. Reed proposed using COPSync, in which has been being used for the past three years at the Groveland, Merrimack, and West Newbury school systems. COPSync is a software that can be utilized through an app or computer, in which someone can type their emergency directly to the town dispatcher. Reed also stated that with 911 calls there is multiple people the call goes through before the town police department is contacted. Winglass stated that in her previous employment a panic system was in place and working in a public building it gives the employees a direct contact to the Police Department. Winglass spoke with town employees and they all felt it was a good idea. Selectman Kemper stated that if approved he wants procedures in place, as well as training to the town employees. Winglass stated that while the library does want this for their building, it is not currently a priority.

Reed stated that the cost of COPSync would be free for the first 3mos (now-Sept 1), from Sept – April it would be \$600, and then it will be a yearly cost of \$1000 per location. Selectman Kemper stated that while he wants the employees to feel safe, he has uncertainty if this program would be utilized since the town hall has not reported issues in the past. Chairman Anderson believes that the program is worth trying, as long as the procedures and training is dealt with before the system is put in place. Reed stated that he will gather policies and procedures from other towns that utilize COPSync in the same manner, and create policy and procedures that will adhere to West Newbury. He stated that Winglass can present it to the Board at the following meeting.

### IV. North Shore Tour de Cure – American Diabetes Association

Selectman Anderson discusses the different tour routes. It was discussed that this is a gravel race, and that there are 18 bicyclists. Anderson stated that, per Mike McCarron, since the town is not charging a fee the town is not liable for injuries under MGL Section 21 17C.

**Selectman Kemper moved to approve the race with caveat that they are told that in the future this process needs to start 3 months in advance, and that we are approving permission in accordance with MGL Section 21 17C. Second by Selectman Archibald. Motion Passed.**

### V. Employee FY 2018 Health Insurance

Chairman Anderson stated that MIIA is proposing a 9% cost increase for the 2018 fiscal year, which starts in July. Anderson stated that is not sustainable by the town employees or for the town. He stated that it is a shared expense between the employees and the town, and going forward the Board needs to research different ways to control that

expense. Anderson proposed for the near term a town contribution increase from 60% to 65% for fiscal 2018, starting July 1. This will reflect a 4.5% decrease in town employee's health care, rather than a 9% increase.

**Chairman Anderson moved to approve increasing the town health care contribution from 60% to 65% effective with fiscal year 2018. Second by Selectman Archibald. Motion Passed with a unanimous vote.**

VI. Policy discussion regarding signs on town property/the Training Field

Erin Meisner had previously requested to post a sign at the entrance to Pipestave and she was denied, and now since the Garden Club has posted their sign she is submitting her request again. A Sign Bylaw was passed at Town Meeting, in which part of the bylaw states that private signs cannot be affixed to town property unless approved from the Board of Selectmen. The Board discussed the Sign Bylaw, and their right to take down signs on town property that was not approved by the Board. The Signs Bylaw has not yet been approved by the Attorney General, but Mike McCarron stated that according to the Zoning Bylaw 40A section 5, the bylaw is in effect the date of Town Meeting.

Chairmen Anderson would like to give the Police Chief and Town Clerk the right to put up informational signs without having to come to the Board for approval. He is also concerned with the signs that are in violation of the Bylaw. McCarron stated that a town employee has the right to remove those signs.

A resident questioned [j1] how are people going to know what is approved by Selectman or not? Chairman Anderson stated that they have not discussed that. The Board decided to notify owners of Christmas Tree Farms about the Signs Bylaw. The Board agreed that they will add a section on the Use of Facility Form for signs, and it will note that no signs are allowed without prior approval

**Chairman Anderson moved to approve small informational signs at the town office and public safety buildings with the approval of the town manager, town clerk, and or chief of police. Second by Selectman Kemper. Motion passed with a unanimous vote.**

VII. Town Clerk: Request for Appropriation Transfer

**Chairman Anderson moved to approve \$750.00 be transferred from the Board of Registers Expense Account to the Operation of Fax/Photo Machines Account. Second by Selectman Archibald. Motion passed with a unanimous vote.**

Executive Administrator Winglass stated that Elisa Grammer from the Finance Committee is requesting that year end transfers be received by June 12, 2017.

VIII. Appointments- review new application and procedure for re-appointments

Executive Administrator Winglass shared an appointee application form that will be available on the website. Any interested applicant can complete and submit the form via email to the Selectmen. She shared example of her response to an applicant in pursuit of becoming a member of the Historical Commission. Winglass is proposing that there be a shared folder containing this information with the town clerk so that the information can be shared and maintained by both departments. Winglass stated that she will send out the form to all appointees that are up for reappointment.

IX. Memorial Day Parade/Ceremony

The Board reviewed the Memorial Day Parade lineup. Winglass stated that Diane Faulkner is providing awards for the Bike Decorating Contest. The Board reviewed the Training Field Agenda, and discussed who will read the speeches.

X. Appointments

**Chairman Anderson moved to approve Krystelle Griskiewicz to the Bicentennial Committee through June 15, 2018. Second by Selectman Kemper. Motion Passed.**

XI. Approve Selectmen Meeting minutes dated March 20, 2017

**Chairman Anderson moved to approve the Selectman Meeting minutes dated March 20, 2017. Second by Selectman Archibald. Motion passed with a unanimous vote.**

XII. Payroll and Invoice Warrants

**Chairman Anderson moved to approve the payroll warrant. Second by Selectman Archibald. Motion Passed, Selectman Kemper abstained.**

**Chairman Anderson moved to approve the invoice warrant. Second by Selectman Archibald. Motion passed with a unanimous vote.**

XIII. Placing items for future agendas

- Selectman Kemper requested that a thank you letter be sent to Scott Berkenbush for his service in the fire department. Chairman Anderson requested Winglass to research a proclamation for Scott Berkenbush.
- The Board discussed the items that need to be completed for the Town Manager position. Chairman Anderson stated that the position won't be approved till August or September by the State Legislature. He also stated the following needs

to be completed: finalization of the job description, salary range, appointing member for the search committee, create a job advertisement and to discuss the source of funding for the position.

- Chairman Anderson stated that the Town Auditors will attend the 5/30/2017 meeting to review the recent annual audit.
- Chairman Anderson stated that the Energy Advisory Committee requested to attend the 5/30/2017 meeting to discuss the municipal campus microgrid.

#### XIV. Re-Organization of the Board of Selectmen

Chairman Anderson shared all the accomplishments that the Board has completed over the past year.

**Chairman Anderson made a motion to elect David Archibald as Chairman of the Board. Selectman Archibald accepted. Second by Selectman Kemper. Motion Passed.**

**Selectman Kemper made a motion to elect Joe Anderson as Clerk. Second by Selectman Archibald. Motion Passed.**

#### Appointments

Chairman Anderson requested to discuss the appointments at the following meeting.

Chairman Anderson closed the public meeting at 9:45pm

Respectfully Submitted,

Lori Dawidowicz  
Recording Secretary