



Town of West Newbury Board of Selectmen

Tuesday, May 30, 2017 6:30 p.m.
381 Main Street, Town Office Building
www.wnewbury.org

Chairman Archibald called the meeting to order at 6:34pm. In attendance were Selectmen David W. Archibald, Chairman; Glenn A. Kemper and Joseph H. Anderson, Jr. 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 Archibald 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. (Police Union Contract). Second by Selectman Anderson with a unanimous roll call vote: Archibald – aye, Kemper – aye, Anderson – aye.

Chairman Archibald moved to close the Executive Session at 6:56pm. Second by Selectman Kemper with a unanimous roll call vote: Archibald – aye, Kemper – aye, Anderson - aye.

Chairman David Archibald called the open meeting back to order at 7:08pm.

Chairman Archibald made the following announcements:

- Two open positions on the Finance Committee. One is a two-year position, and one is a three-year position. Chairman Archibald stated that if anyone is interested to contact the selectman's office. There is also an open space on the Conservation Commission, Historical Commission, Associate Position on the Planning Board, and Carr Post Committee. Selectman Anderson also stated that they will be seeking for people to be on the Town Manager Search Committee. He also proposed that Winglass post all available open positions on the Town webpage.
- Merrimack Valley Planning Commission: West Newbury Community Housing Needs Workshop, Wednesday, May 31st 7-8pm Town Offices, Second Floor Hearing Room
- Memorial Day Parade/Ceremony – Chairman Archibald thanked Mary Winglass on doing an exceptional job in her efforts in bringing everyone together

Regular Business

I. Town Auditor Roselli, Clark and Associates: Annual Audit FY2016

The Board and Roselli reviewed the Management letter and Financial Statements. The Board discussed OPEB, in which West Newbury is the only town in Massachusetts that has a fully funded OPEB. Roselli advised that as long as the funds in the OPEB account do not go below 90%, they can draw from that account and move towards other accounts such as retirement or health. The Board and Roselli discussed the retirement account, in which about 50% is provided from Essex County. Archibald stated that they try to put 50K extra in the retirement account every year.

Roselli stated that the insurance withholding has a deficit, and it's possible that the taxes will have to be raised in the future. Roselli recommended that the Chart of Accounts be recreated; Gould stated that it will be recreated in 2019.

Roselli stated that general ledger for the planning board deposits does not match the bank account. There is 94k in the general ledger but the bank account shows 114K. These deposits are mostly from contractors that provide a deposit for their development. Roselli stated that it could possibly be old accounts, such as a company going out of business, and had never requested their deposit back. If that is the case then it can be claimed as abandoned property and go back to the town. Gould stated that he will investigate the matter.

II. Energy Advisory Committee: DOER META Energy Grant Proposal and MOU on Green Communities Administration/Management

Liz Callahan, Energy Advisory Committee discussed two grants they plan to apply for; one is for MVPC in which they will provide the committee with assistance in scoping out projects for green community grants.

Selectman Anderson moved to approve the memo of understanding between Merrimack Valley Planning Commission and the Town of West Newbury in the amount of \$5,000. Second by Chairman Archibald. Motion Passed.

The other grant they want to apply for is a feasibility evaluation from the Department of Energy Resources. The evaluation will show the DOER can create a resiliency micro-grid for the town. Callahan further explained that this will be for the Town Hall, Senior Center, and the Annex Building. The purpose of the micro-grid is to provide electricity in the case the town is without power for an extended period of time. The micro-grid will service those buildings without having to depend on Nat'l Grids Power. The way that it would work is that there would be solar PVs, and battery backup. The micro grid could also have fuel cell so that natural gas could then be converted into electricity. The difference between the micro-grid and a generator is that when it is not in use it will be net metered and still providing energy to the town. Callahan stated if the town goes over their net metered allowance then it can be exchanged for cash.

There is a \$5,000 grant, and a \$12,000 grant. Callahan stated that there are three categories that can be applied for this grant. She will forward the information to Mike McCarron to ask the DOER which category is best for the town to apply for. She also stated that if the town does move forward with the micro-grid that there is the possibility the green community could pay for it. Chairman Archibald stated that since not many towns have the micro-grid maybe it's possible West Newbury could be a "pilot" town for the DOER. The application for the grant must be sent by June 28, 2017.

Selectman Kemper moved to approve to apply for the grant. Second by Chairman Archibald. Motion Passed.

III. 2017 Insurance Renewal

Selectman Kemper made a motion to approve the Insurance Renewal with Mary's recommendation of no changes. Second by Selectman Anderson. Motion Passed.

IV. Animal Control Contract Extension

City of Newburyport is requesting that the Town of West Newbury contribute 25% towards the animal control officer's raise.

Selectman Anderson moved to approve the addendum to the contract between the City of Newburyport and the Town of West Newbury employment agreement for shared animal control services. Second by Selectman Kemper. Motion Passed.

It was discussed that any deficit would be made up by town fall meeting.

V. Cottage Advisors: 365 Main St, Drakes Landing, Carr Post Parking

Cammett Engineering is working for Cottage Advisors on the Daley parcel next to the Carr Post in the Drakes Landing project. Cammett proposed the Board with two possible design layouts for the entrance to the Carr Post. One option is to have an access road on the back of the property. To do this, he is suggesting that the rounding go in front of the Carr Post property which will affect the previously proposed entrance. The east entrance will be closed and the west will be the only entrance. There would be a total of 12 spaces for the Carr Posts. The other option Cammett is proposing is to close both entrances and use the main roadway entrance with access to the rear and the access will be the proposed sidewalk. The sidewalk will go all the way through the property and into the Carr Post. Kemper asked the possibility of adding more parking spaces than the proposed 12. While Cammett proposed two options he is recommending option two as it is not as intrusive to the abutter. Gary Bill stated he is in favor of option two, but proposed a walkway on the east side of the Carr Post building. The Board concurred with Bill's suggestion and Cammett stated that he will add it to the plan and present it to the Board for approval at the following meeting.

VI. North Shore HOME Consortium

Chairman Archibald proposed to wait until they discuss this matter with the Merrimack Valley Planning Commission on 5/31/2017 to see if there is the possibility that the money can be utilized.

VII. Pentucket Regional School District: Lease Purchase Agreement

The Pentucket Regional School District Committee business meeting passed a motion to enter a lease purchase agreement for a 2017 Chevy Silverado, and Kabota Loader Tractor. According to the new Municipal Modernization Act, the Board must to hold a Town Meeting if the Board disagrees with the purchase agreement. Chairman Archibald stated that this will cost the town

\$3,800 a year for 5 years. Greg Labrecque has previously relayed that the money has been budgeted.

VIII. 2017 Appointments/Re-Appointments

Selectman Anderson moved to appoint the following: Jay Smith as Conservation Commission Agent with term ending June 15, 2018, Brad Dore on the Harbor Committee with a term ending 2018, David Koopman on the Harbor Committee with a term ending June 15, 2018. Michael McCarron as Chief Election Officer, Town Counsel, Chief Procurement Officer Records Access Officer, Ethics Liaison to the State, and Registrars of Voters with term ending June 15, 2018.

Theresa Woodbury as Director of the Senior Center/Council on Aging, Employee Wellness Committee, and Emergency Management with term ending June 15, 2018. Second by Chairman Archibald. Motion Passed.

Chairman Archibald moved to appoint Selectman Joe Anderson to the CPC, and the Investment Policy Committee with term ending June 15, 2018. Second by Selectman Kemper. Motion Passed.

Chairman Archibald moved to appoint Selectman Glenn Kemper to Storm Water Regulations Committee with term ending June 15, 2018. Second by Selectman Anderson. Selectman Anderson moved to appoint Selectman Kemper to the Cable Advisory Committee, and Personal Committee with term ending June 15, 2018. Second by Chairman Archibald. Motion Passed.

Selectman Anderson moved to appoint Chairman Archibald to Capital Improvements, Website Committee and the Pentucket Regional Finance Advisory Committee with term ending June 15, 2018. Second by Selectman Kemper. Motion Passed.

Chairman Archibald moved to approve Gary Bill as DPW Director - Stormwater Regulation Committee, and Carr Post Bldg Committee with term ending June 15, 2018. Second by Selectman Kemper. Motion Passed.

Chairman Archibald move to approve the following to the Carr Post Committee: Robert Janes, and Richard Atwater, Jr. with term ending June 15, 2018. Second by Selectman Kemper. Motion Passed.

Selectman Kemper questioned how they could help with the trustees of the cemeteries. McCarron stated that the town provides \$5 towards a Veterans grave. McCarron stated that he will research if there is a limitation as to how much can be provided. Kemper and Gary Bill proposed that they will work together and bring a proposal to the Board with suggestions in helping the cemeteries.

Selectman Anderson moved to appoint Robert Janes as the Veterans Grave Officer for Bridge St, Rural, and Merrimack Cemeteries with term ending June 15, 2018. Second Chairman Archibald. Motion Passed.

Chairman Archibald moved to approve David LaPierre as Field Driver/Fence Viewer with term ending June 15, 2018. Second by Anderson. Motion Passed.

Selectman Kemper moved to appoint Lee Ann Delp Emergency Management Director, and Michael Dwyer as Emergency Management, Deputy Director with term ending June 15, 2018. Second by Anderson. Motion Passed.

Selectman Kemper moved to appoint the following for Emergency Management: Joseph Anderson, David Archibald, Paul Sevigny, Michael Gootee, Bruce Dean, Joseph Beaulieu, Larry Caruso, Dave Evans, Richard Cushing, Blake Seale, Theresa Woodbury, Raymond Dower, III, Danielle Burrill, Royster Johnson, David B. Belsky, Gabriel Ciccioricker, and Jeremy Fish with term ending June 15, 2018. Second by Selectman Anderson. Motion Passed.

Selectman Kemper moved to appoint the following for Emergency Response Coordinator: Lee Ann Delp, Michael Dwyer, and Paul Sevigny with term ending June 15, 2018. Second by Anderson. Motion Passed.

Selectman Anderson made a motion to appoint Glenn Clohec as Inspector of Buildings Sam Joslin as Alt of Inspector of Buildings, Larry S. Fisher as Inspector of Wiring, Thomas Tombarello as Alternate of Wiring, Stanley Kulacz as Gas & Plumbing Inspector Michael Magliaro as Alt Gas & Plumbing Inspector, and Barry McBride as Asst. Plumbing Inspector with term ending June 15, 2018. Second by Chairman Archibald. Motion Passed.

IX. Payroll and Invoice Warrants

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

There was a question as to why certain departments were billing for a service that will not be completed until the following year. Gould stated that has been done in the past. Archibald wanted to make sure that those department accounts will be charged for the year the service was completed.

It was suggested that the library be allowed to use the town credit card for paper purchases. This will eliminate the issue of them having then use funds from the Friends of the Library account, and then requesting a refund from the Town.

Chairman Archibald moved to approve the invoice warrant. Second by Selectman Anderson. Motion Passed.

X. Placing items for future agendas

- Kemper proposed that future Memorial Day ceremonies be held inside with future discussions on how that will be organized.

- The Board discussed that they need to start working on the search committee, job description, job ad, and the creation of a time line for the Town Management Position. Kemper requested that an executive session be scheduled to discuss the salary and contract negotiation.
- Archibald stated the Planning Board received a small grant from the Department of Housing and Communities for a feasibility study. The Planning Board requested that the Selectmen suggest individuals that could participate. The Board briefly suggested that Board of Selectmen, downtown businesses, Board of Health and residents participate in that study.
- Archibald stated that its possible a 61A will need to be addressed at the following meeting.
- The Board discussed setting up protection for the well fields. Mike McCarron shared with the Board the process and stated that the Board of Selectmen will submit a statement to the Planning Board. The Planning Board would then have a public hearing, and then the Selectmen will put it on the warrant for Town Meeting.
- The Board discussed that they will hold meetings every two weeks throughout the summer.
- The Board requested that Mary Winglass contact Mike Dwyer on Scott Berkenbush's retirement, as well the graduates from the Police Academy.

Chairman Archibald closed the public meeting at 9:35pm

Respectfully Submitted,

Lori Dawidowicz
Recording Secretary