



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

Monday, July 24, 2017 7:00 p.m.  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)

Chairman Archibald called the meeting to order at 6:30pm. In attendance were Selectmen David W. Archibald, Chairman, Glenn A. Kemper and Joseph H. Anderson, Jr. Also in attendance 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) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (Elliot Fund); 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) 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 June 12, 2017, June 19, 2017, June 26, 2017 and July 10, 2017. Second by Selectman Anderson with a unanimous roll call vote.**

**Selectman Kemper moved to close the Executive Session at 6:52pm. Second by Anderson with a unanimous roll call vote: Archibald – aye, Kemper – aye, Anderson – aye.**

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

### **Announcements**

Selectman Anderson announced that National Night Out is Aug 1, 2017 from 5-7pm at the Pentucket Regional High School sponsored by the Merrimack, Groveland, and West Newbury Police Departments.

### **Regular Business**

#### **I. Town Manager Search Committee**

Anderson stated that the responsibilities of the search committee is to review the resumes to determine who to interview, to conduct the screening, interviews and to select a minimum of three candidates that will be interviewed in public by the Selectmen. The Selectmen will run the ad once they receive approval from the Governor and legislature. The Board is hoping to be approved in September/October. The committee will be made up of 4 at large members, and one Selectman. The Board's plan is to have the members selected by Aug 7, 2017.

The Board met with Martin Madden, Gary Roberts, and Dan Boone.

Martin Madden stated he stated that he has experience with working on a past search committee for a Finance Director, has been on the towns auditor committee, as well as served on other town committees. He currently works in a private equity firm in which he has experience in executive searches. He feels that this candidate should have technical expertise, municipal financing, operating experience, integrity, and good management experience.

Gary Roberts, married father of 4, and has been a long-time resident of West Newbury. He served for two years in Newburyport as a City Councilor at large, and served as a chairman of the Budget, Finance, and Public Safety Committees. He has a strong understanding of how Municipal Government works. He runs his own business working with people worldwide.

Dan Boone, lives in West Newbury since 1995 and has 3 kids. In 2002-2003 he worked on the Public Safety Committee. Boone currently works in International security work, and has experience in the selection process and evaluation. Boone stated that he feels that town manager candidate should have good technical skills, administrative and management skills. He also feels that they have the good communication and people skills.

The Board thanked the candidates for coming in tonight.

## II. Planning Board: Packet Treatment Grant

Leah Zambarnardi, Town Planner, shared the details of the survey that will take place to analyze the possibilities for a Package Sewerage Treatment plant for the business district. Zambarnardi stated that a major concern of the Planning Board was to improve the town with climate for future economic development, and to serve local demands in need, and to shift the tax base a little.

Zambarnardi stated that the Planning Board reviewed the 2009 Priority Growth Strategy by the Merrimack Valley Planning Commission and the survey done by the Open Space Committee last year. She stated that they both defined that waste water was an obstacle for creating a successful downtown as well as other issues. The Town was awarded a grant in April from the DHCD downtown initiative program. The grant will allow a consultant to evaluate for improvement and expansion of retail and commercial uses in the town, to provide more services to residents, and expand the tax base. She stated that the consultant will view the potential of providing shared sewage services to parcels for the business district in the town center. The consultant will evaluate case studies of other communities that have done similar projects. The outcome of the survey will be educational, and provide implications for the community, financing options, location options, as well as next steps if the town chooses to move forward. The cost, building and operating will be part of the study, once the survey is completed the Engineer will have that information.

Zambarnardi stated there is a currently working group of 14 members to discuss the survey with the first meeting to be held on Thursday July 27, 2017 at 7pm. Along with other community members plus the consultant, Harriman, and Steve Cecil's team will be on the working team. Zambarnardi asked if a Selectman would like to be a member on the committee. Kemper stated that he feels that it would be more productive that once a committee is formed to bring feedback

to the Selectmen and to the town. Zambarnardi provided informative documentation on the project to the public attendees.

### III. Finance Committee: Fall Town Meeting

Selectman Anderson stated that October 23, 2017 is the latest date to have the Fall Town Meeting with still having spending amounts in time to set the tax rate. The Board reviewed the calendar that Anderson created along with Nick DeLena from the Finance Committee. DeLena stated that he would like to have a draft booklet on the October 2, 2017 meeting and to the printer on October 6, 2017. Kemper stated that the Fall Town Meeting is a special Town Meeting with the intent that routine funding matters be discussed at the Spring Town Meeting. Mary Winglass will submit an email dated June 25, 2017 to all Department heads, Boards, and Committees, informing that article request will be due by August 31, 2017, and that Town Meeting will be October 23, 2017. The board will review the articles and submit the articles to the Finance Committee by October 6, 2017.

**Archibald made a motion that the closing of the warrant be on August 31, 2017. Second by Selectman Anderson. Motion Passed.**

The Board stated that while it depends on the Governor and legislature the earliest the town manager would start would be December or early January.

DeLena addressed concern for the audio problems in the room. Selectman Kemper stated that they are working on it, at the Fall Town Meeting there will be an audio technician present to support the new audio system. John McGrath, questioned as to how the salary of the town manager would be budgeted. Selectman Anderson replied that they would have to have a Special Article. He also stated how poor the audio is, and feels that the HVAC blower is causing the issue rather than a speaker problem.

### IV. Police Chief Reed: Reserve Officer/School Resource Officer/Dispatcher

**Selectman Anderson moved to approve Matt Walsh as part time dispatcher through June 30, 2018. Seconded by Chairman Archibald. Motion Passed.**

**Selectman Anderson moved to approve Chris DiPietro as a Reserve Officer through June 30, 2018. Seconded by Selectman Glen Kemper. Motion Passed.**

Chief Reed along with 7 members on the review board interviewed 7 candidates for the School Resource Officer Position. The members on the review board were the Principal, other School Resource Officers, students from Pentucket, Superintendent, and some residents. Justin Lindhal, who has been a Reserve Officer with West Newbury has accepted the full-time position. Reed will provide a follow-up to the Board on the progress of the school resource officer in November.

**Selectman Kemper made a motion to appoint Justin Lindhal as the School Resource Officer through July 24, 2018. Motion Passed.**

## V. Community Center Committee Update

Nick Murphy, Co-Chair, explained to the Board that they have been researching the possibility of having an Intergenerational Community Center in town. They have been researching possible locations, as well as the needs that will be necessary for the building. Murphy stated that with the construction project at Pentucket High School, it was suggested by the architect it would be more practical, and affordable to utilize an existing building. Selectman Anderson stated that Groveland is in the process of researching a Community Center, and proposed that they discuss it with Groveland. Vanessa Graham, Co-Chair, stated that they are researching on how to make use of the Annex building rather than constructing a separate building. Graham stated they recruited an architect to provide assistance in making best use of the facility. The Board requested a follow-up meeting in the Winter.

Marge Peterson shared with the Board that she feels that the Annex is being underutilized. Richard Cushing questioned Selectman Kemper in regard to the construction of the new high school. Kemper stated that there won't be a separate Community Center building, but rather letting the community use the school facility. Cushing stated that it isn't unusual to have an intergenerational facility.

## VI. Proposed Eagle Scout project: Mill Pond Cabin Flooring

Nate Heusser requested permission to paint the floors in the cabin at Mill Pond, to help achieve his Eagle Scout rank. Heusser stated that the floors haven't been painted since 1994. He isn't requesting money, as he will have funds from fundraisers. He stated the process that he will undertake with painting. He plans to put 2 coats of deck stain matching the original color. Heusser will use other scouts and friends to assist with moving the furniture. Ryan Goodwin, Chairman of the Mill Pond Committee, stated that this project will take the facility offline for three weeks, but nothing is scheduled during the time. He stated that they will do due diligence in testing for Lead. Goodwin stated that he will touch base with Glen Clohecy if any problems arise.

**Selectman Kemper made a motion to allow Nate Heusser to do his eagle scout project at Mill Pond. Second by Selectman Anderson. Motion Passed.**

## VII. Lodging House License Application: Colin M. Hodgson, 15 Norino Drive

Colin Hodgson is seeking approval for his lodging house. The house is 2 stories totaling 10,000 sq. ft. in which 6,000 sq. ft. will be used for the lodging. There are 5 bedrooms, 4.5 bathrooms, laundry room, lounge area, formal living room, dining room, equipped kitchen with 2 ovens and 2 dishwashers, 2 microwaves, stovetop, and refrigerator/freezer. Hodgson is requesting that 16 lodgers be allowed. The Board agreed to abide by the towns lodging regulations and only allow a maximum of 10 lodgers, and 2 residents thus a total of 12. The towns regulations state that there is a maximum of 2 people per bedroom. The following are repairs that have been completed by Hodgson, but have not been approved by the building inspector: repairing of the

desk posts, guard rails, and decking on the rear of the deck. Hodgson stated that the only repair left is to replace the cracked ceiling of the car port. The car port will not be used until the ceiling is completed and approved.

Hodgson does not currently have a guest registry containing guest information. He was informed by Selectman Anderson that it is the law to have a guest registry, and Hodgson stated going forward he will have one. Selectman Kemper stated his concern with granting a license due to the repairs that need to be approved by the Building Inspector.

**Selectman Kemper made a motion that the request for Hodgson's lodging license be under advisement and that the applicant to make sure that all the areas needed to be fixed or repaired and must be inspected by Glen Clohecyc and sent to the Board of the Selectman before it is considered to be added to the agenda for approval. Second by Selectman Anderson. Motion Passed.**

#### VIII. Street Opening Permit: 50 Garden Street

**Selectman Kemper made a motion to approve the Street Opening Permit on 50 Garden Street with the DPW stipulations. Second by Selectman Anderson. Motion Passed.**

#### IX. Pump out boat

Selectman Kemper stated the Salisbury Harbor Master agreed to provide a pump out service to the residents of West Newbury. Mike McCarron will work with Neil Harrington, Salisbury Town Manager, on a schedule and once decided will be posted on the West Newbury website. Selectman Kemper stated they will provide \$4,000 to Salisbury for the service, the town will receive a 75% refund at the end of the fiscal year.

**Chairman Archibald made a motion to approve the intermunicipal agreement between West Newbury and Salisbury for a pump out boat, and that Salisbury will provide documentation for reimbursement for fiscal year 2018. Second by Selectman Anderson. Motion Passed.**

#### X. Request for Use of Facilities

Mike Dwyer, Fire Chief, requested to use the Annex building for the Fire Academy which is put on by the Commonwealth Fire Department Services. It is a 15-week program which trains volunteer firefighters. He had sent a signed application to Mary Winglass, and stated they are covered through their own state insurance but will send contact information.

**Selectman Anderson moved to approve the Mass Fire Academy use of the Annex building at no fee. Second by Selectman Kemper. Mike McCarron stated that there will be complaints since that this will take a lot of time of the Annex building. Dwyer stated that if there are critical events that need to happen at the Annex that they will work within the**

**best of his ability to accommodate those needs. He stated that the Academy will be responsible for cleaning up the building after their use. Motion Passed.**

Mary Winglass stated there was an Green Belt application for a 3-mile bike road race signs. While she usually approves the road race request as it meets the guidelines, she questioned the sign requests. The request is to place 8.5 x 11 signs to show direction of the race. The Board stated that the signs can be posted 24hrs before and after the race.

**Chairman Archibald made a motion to approve the road race, with the condition that the road signs are posted 24hrs before and after the race. Second by Selectman Kemper. Motion Passed.**

#### XI. Appointments

**Selectman Anderson moved to approve Glenn Kemper to the Emergency Management Agency through June 30, 2018. Second by Chairman Archibald. Motion Passed.**

**Selectman Anderson moved to approve Mark Marlow, and George Evans to the Emergency Management through June 30, 2018. Second by Chairman Archibald. Motion Passed.**

**Selectman Anderson moved to approved Richard Parker to the Energy Advisory Committee through June 30, 2018. Second by Chairman Archibald. Motion Passed.**

#### XII. 2018 Selectmen Goals

The Board discussed their FY'17 goals and what they need to put on their FY'18 goals. The Board discussed that they accomplished funding the high school building, tax rate, and the creation of the Town Manager position.

The goals discussed for FY'18 will be to work on capital asset planning & management, and water development. The Board proposed that the Finance Committee should present the schedule to them and then it can be discussed to prioritize and see if it fits into the budget. Chairman Archibald will discuss their request with the Finance Department. The Board will discuss with the Water Department to discuss the new well.

Anderson proposed to have 4 or 5 department head priorities for the FY'18 goals. The Board acknowledge that hiring a town manager will take up a lot of time for the continuation of 2017. Selectman Kemper proposed that there be a better understanding of what each board and committee does to be able to share with the future Town Manager. He also stated that there be an inventory of everything in town. Mary Winglass stated that she is currently working on the inventory of all the insured vehicles with the insurance company. Selectman Anderson stated that he will combine the goals between the Board members into one document.

XIII. Town Manager Ad

Anderson stated that an ad be place on the MMA and then that will bring the user to a link with the full job description and requirements on the towns website. The Board reviewed the details and changes for the ad.

**Selectman Anderson moved to approve both the Massachusetts Municipal Association version and the town website version of the Town Manager Ad. Nothing will be posted until the governor signs the town legislation. Second by Selectman Kemper. Motion Passed.**

Selectman Anderson shared the research on the salaries of Town Managers and Town Administrators in Essex County. He stated that the average Town Manager salary in Essex County is \$157,725 and that the average salary Town Administrator salary is \$135,000. The Board agreed that the average salary for the Town Manager position will range from 135k – 155k.

**Selectman Kemper made a motion that the salary range for the Town Manager will be 135K to 155K. Second by Selectman Anderson. Motion Passed.**

XIV. FY'18 Wage Report

**Selectman Kemper made a motion to approve the FY'18 Wage schedule the one that is stamped July 18, 2017. Second by Selectman Anderson. Motion Passed.**

XV. Selectmen's Meeting minutes dated April 3, 2017

**Selectman Kemper made a motion to accept the April 3, 2017 meeting minutes. Second by Chairman Archibald. Motion Passed.**

XVI. Payroll and Invoice Warrants

**Selectman Kemper made a motion to accept the Invoice Warrants. Second by Chairman Archibald. Motion Passed.**

**Selectman Anderson moved the approve the Payroll Warrant. Second by Chairman Archibald. Motion Passed with Selectman Kemper abstaining.**

XVII. Placing items for future agendas

Selectman Kemper request that the individual managing the school building project provide a progress report to the Board.

Selectman Anderson stated that they will appoint the members for the Town Manager Search Committee at the next meeting. He also recommended to change three at large members on the Investment Committee with three-year rotating terms plus one Finance Committee Member, one Selectman, and change the treasurer to Ex-officio.

The Board briefly discussed the legal use of marijuana retail sale, and that a moratorium article will be placed on the Fall Town Meeting.

Chairman Archibald closed the public meeting at 10:00pm.

Respectfully Submitted,

Lori Dawidowicz  
Recording Secretary