



Town of West Newbury Board of Selectmen

Tuesday, September 18, 2017 7:00 p.m.
381 Main Street, Town Office Building
www.wnewbury.org

Chairman Archibald called the meeting to order at 6:00pm. In attendance were Selectmen David W. Archibald, Chairman, Glenn A. Kemper and Joseph H. Anderson, Jr.

Chairman Archibald moved to go into Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements. Second by Selectman Kemper with a unanimous roll call vote: Archibald – aye, Kemper – aye, Anderson – aye.

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

Chairman Archibald reconvened the open session at 7:05 PM in the First-Floor Hearing Room

Regular Business

- I. Request for Business Owners/Managers: Placement of temporary signs in town property

A notice was previously sent to certain business to discuss temporary signs on town property. The Selectmen discussed the type of signs that are allowed on town property/right of way as well as the number of signs that will be allowed. For example, agricultural signs, real estate signs, and the length of time those signs can be posted. The Selectmen's goal is to monitor the signs on town property. Per the sign regulations, signs cannot be posted on telephone poles, public rights of way, street signs or on traffic island without the approval of the Board of Selectmen.

Jedd Bramville, Christmas Tree Farm, suggested that the of limit of days should be varied depending on the season of the product. He also wishes that there is no favoritism for the signs being placed, and that all sign requests are treated fairly.

Resident on behalf of the Artichoke Dairy Farm discussed their signs. He stated that they have four signs that are on the right away, and those signs are posted all year long because it's they are non-seasonal.

Margaret Dickinson, stated that some of the signs get stolen and that's why they will put signs on the telephone poles. She questioned what will happen to the signs that are currently posted on

telephone poles. Kemper hopes that once this policy is in effect that people will take down their own signs.

Selectman Anderson made a motion to prohibit all signs on town owned property without prior approval. The request would need to include, the reason, the location(s), and duration the sign will need to be posted for. With the exception of real estate signs, open house signs are okay to be posted as long as they are only posted the day of the open house. Seconded by Selectmen Kemper. The rules will be posted on the website and added to the use of facility form. Motion Passed.

The Board stated that this policy is separate from the new Town Signs Bylaw. The new sign bylaw addresses signs on private property.

II. Request for Use of Facilities/Special Event Permits/One-day liquor license

Ellie Davis from Nourish the Northshore, requested from the Board a one-day liquor license on October 5, 2017 for a Harvest party on the Monks property. Ipswich Ale Tap Mobile with a certified bar tender will sell the beer, and they will donate a percentage of the proceeds to Nourish the Northshore. She stated that that is an invite only event for all the volunteers, to celebrate the successful year they had distributing 15,000 lbs of produce in the area.

Chairman Archibald made a motion to approve the one-day liquor license for Thursday October 5, 2017 for Ellie Davis. Seconded by Selectmen Anderson. Kemper requested that the fee be waived. Motion Passed.

Kemper made a motion to approve the facility request, requested by Green Stride on Sunday October 22, 2017 as long as stipulations of the signs and porter potties are abided by and that a \$300 donation be given to the Bicentennial Committee. Seconded by Chairman Archibald. Motion Passed. The Board agreed that anything for the race can be set up Saturday October 21, 2017, and must be removed Sunday after the event is over.

Selectman Kemper made a motion to approve the facility request from West Newbury Riding and Driving Club on October 8, 2017, as long as the standard stipulations are abided by. Seconded by Selectman Anderson. Motion Passed.

Chairman Archibald made a motion to approve the facility request from the Myopia Hunt Club for Tuesday September 26, 2017. He stated that Chief Reed verbally has agreed with the request. Second by Selectman Anderson. Motion Passed.

The Apple Harvest Run had a safety addendum for the already approved Apple Harvest Run Dinner on September 30, 2017. The addendum stated that they plan to have 218 people, and will therefore reach the capacity for the Annex building. They will have police detail, as well as a

fire watch. Kemper stated that if an event is being held in a building that does not have sprinklers and alcohol is being served it is required by the state to have a fire watch, thus it does not pertain to the number of people within that building.

Chairman Archibald made a motion to approve the safety plan addendum for September 30, 2017 at the Annex. Seconded by Selectman Anderson. Motion passed with Kemper abstaining.

III. Public Hearing: Amendment to the Personnel Policy

It was discussed at the previous meeting to add a Supervisor / Subordinate Fraternization addendum to the Personal Policy. Mike McCarron stated the fire department has raised a concern since there are firefighters that are married. He suggested that those members disclose their relationship to the appointed authority for approval, and that the fire department establish a policy that there is no supervisor/spouse relationship. McCarron stated that this should already take place due to the State Ethics Requirement.

Chairman Archibald made a motion to approve the addition to the Personnel Policy as written. Seconded by Selectman Anderson. Kemper stated that he wants to outline the amendment to personnel so there is no confusion on this matter. Motion Passed.

IV. Update from the Bicentennial Committee

Stephen Swallow from the Bicentennial Committee discussed that they are planning to celebrate the towns Bicentennial starting on February 23, 2019. They will have events for 6-8 months for this celebration. On February 23, 2019, they will have a black-tie event. The week of July 14, 2019, they are planning to have a homecoming week. Other ideas are to possibility have a published book that will share the history of the town. Mike McCarron shared that the Historical Commission had recently hired a historian to research the inventory on historical houses. He recommended to contact them to assist with the proposed town history book. Selectmen Kemper suggested that a public access show be televised to coincide with the history book.

Stephen Swallow stated that he can provide a schedule of events to the Board within 30-60days. Swallow stated that they will have a budget request for Spring Town Meeting. Kemper advised that their request be submitted by the end of January 2018. Anderson requested that the Bicentennial Committee meet with the Board in December to review the budget request.

V. Cont. review of Fall Town Meeting Warrant Articles

The Board discussed the warrant articles for Fall Town Meeting with the Finance Committee. Article 3 states the following: *to see if the town will vote to transfer from Free Cash the sum of \$114,000 to reduce the current year tax rate.* The Board stated that the target free cash should

be 5-7% of the total operating budget. DeLena stated that other towns target 3-5%, he also stated that having too much free cash can cause issues.

The Board agreed that there needs to be an extensive detail meeting to discuss free cash that will include the capital plan and the school project. Nick DeLena stated that they would like to put funds into the school stabilization fund, in which would accrue interest. The Board agreed to put \$500,000 for the school project into the school stabilization fund and \$114,000 to buy down the tax rate.

Selectman Kemper made a motion to create article 8 that would state the town will vote to transfer from free cash the sum of \$500,000 to the school stabilization fund. Seconded by Selectman Anderson. Motion Passed. Anderson stated the amount could be reduced if necessary.

Article 4 states: *To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$150,000 for the town manager's salary, benefits and expenses.*

By request of the Board of Selectmen. The Finance Committee is requesting that the Board confirm the town managers salary. The Board discussed how the salary is itemized, and Mike McCarron stated that there isn't a designated line item for the Town Manager, but will be part of the Finance Department line item. The Board stated that the \$150,000 is more than half a year salary but includes benefits and expenses and agreed to add a sunset clause stating that all remaining amounts will be returned to free cash.

DeLena stated his concern to deliver next year's budget at the annual town meeting and is hoping there is a smooth transition between the Finance Director and to the Town Manager. Anderson responded that the process for the town manager, is still in the hands of the Legislature.

VI. Sign bond documents for new water tank

Selectman Anderson made a motion that the sale of the \$1,700,000 General Obligation Water Bonds of 2017 of the Town dated September 28, 2017 (the "Bonds"), to Robert W. Baird & Co., Inc. at the price of \$1,738,005.05 and accrued interest, if any, is hereby approved and confirmed. The complete vote, a total of three pages, is attached as read by Selectman Anderson. Seconded by Selectmen Kemper. Motion Passed.

VII. MLS listing for 391 Main St.

Selectman Kemper a motion that the Board agreed to have an executive session to discuss this matter. Seconded by Chairman Archibald. Motion Passed.

VIII. Appointments

Chairman Archibald made a motion to approve Richard Preble to the Capital Improvements Committee with a term ending June 30, 2020. Seconded by Selectman Anderson. Motion Passed.

IX. Payroll and Invoice Warrants

Selectman Kemper made a motion to accept the invoice warrants. Seconded by Chairman Archibald. Motion Passed.

Selectman Anderson made a motion to approve the payroll warrant. Seconded by Chairman Archibald. Motion Passed.

X. Placing items on future agendas

- Chairman Archibald and Selectmen Kemper stated that they will attend the Planning Board's public hearing on Zoning Amendments on October 3, 2017.
- Selectman Anderson requested that the three school members provide an update on the building project at a future meeting.
- Kemper requested to review the Special Event Request Form protocol.

Respectfully Submitted,

Lori Dawidowicz
Recording Secretary