



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

Monday, October 30, 2017 6:30 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 Archibald, Chairman, Glenn Kemper and Joseph Anderson, Jr. Also in attendance were Interim Finance Director Andrew Gould and Executive Administrator Mary Winglass.

**Selectman Anderson moved to go into executive session under 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; Executive Session Minutes dated May 1, 2017, September 25, 2017 and October 2, 2017. Second by Chairman Archibald 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

### **Announcement:**

Chairman Archibald provided updated information on the storm.

Chairman Archibald announced that the Town Offices closed Friday, November 10, 2017 in observance of Veteran's Day.

### **Regular Business**

#### **I. Signs on Town Property**

Selectmen Kemper informed that all agricultural businesses can submit their sign request via email and would only need to come in front of the Board if there is a significant change with the signs.

Ellen Ulfelder, Pathways for Learning, requested to place a sandwich board sign on the corner of Main St. and Pleasant St. to advertise openings in the program. The sign would be on town property in the right of way. She stated that the sign would be placed in early September and in January. The Board briefly discussed that they need to be fair and consistent with all sign requests.

**Selectman Kemper motioned to deny Ellen Ulfelder's request. Seconded by Selectman Anderson, and it carried 3-0-0.**

Selectman Anderson suggested that Ulfelder could ask the home owners on the requested corner permission to put a sign on their property.

**Selectman motioned to approve Patricia Kelly's Christmas Tree signs. Seconded by Selectman Anderson, and it carried 3-0-0.** Anderson stated that this sign is grandfathered, but in the future Anderson stated that he will not vote in favor for new signs at town square on Stewart St. or Garden St.

**Selectman Kemper motioned to approve Bill Hamilton's honey sign request at his property. Seconded by Selectman Anderson, and it carried 3-0-0.**

## II. Pentucket Athletic Association: 8<sup>th</sup> Annual 5K Road Race

Elise Hunt, Pentucket Athletic Association, discussed the Pentucket Athletic Association 8<sup>th</sup> Annual 5K Road Race. The Board discussed the route of the race. Anderson stated that per the DPW, construction around Craven's Corner is expected to be completed within two weeks. Hunt stated that there will be staff cleaning up after the race with an EMT onsite.

**Selectman Kemper motioned to approve the 5K Road Race and if the construction is not completed for Hunt to work with Police Chief Reed on the safety around Craven's Corner. Seconded by Selectman Anderson, and it carried 3-0-0.**

Mary Winglass discussed with the Board that Angela Palmer, Pentucket Lacrosse requested three more additional signs be placed on residence property. The address of those locations is 243 Main St., 1 Chase St., and 45 Church St.

**Selectman Kemper motioned to approve Palmer's additional sign requests contingent upon written approval from the homeowners, and that the signs will be removed on December 1, 2017. The motion carried 3-0-0.**

## III. Jessica Azenaro: Open Space Committee

Jessica Azenaro discussed her interest to be an Associate Member to the Open Space Committee.

**Selectman Anderson motioned to appoint Jessica Azenaro as an Associate Member on the Open Space Committee through a term ending June 30, 2018. Seconded by Selectman Kemper and it carried 3-0-0.**

## IV. Open Meeting Law Regulation Update effective October 6, 2017

Chairman Archibald advised that all Boards, and Committees review the revised Open Meeting Law Regulations. McCarron and Winglass plan on holding a training session for employees and one in the evening for board and committee members. Selectman Anderson is interested with participating in the evening session to include communications.

## V. Street Opening Permit: New gas service at 4 Crescent Drive

**Selectman motioned to approve the street opening permit, with the stipulations from the streets superintendent and water superintendent. Seconded by Selectman Anderson and it carried 3-0-0.**

VI. Update FY'18 Wage Schedule

The Board briefly discussed Leah Zambenardi's, Town Planner pay grade level.

**Selectman Anderson motioned to change Leah Zambenardi's pay grade level to 8 for fiscal year 2018. Seconded by Selectman Kemper, and it carried 3-0-0.**

VII. MIIA Grant Program: Facility Security/Emergency Plans

Mary Winglass presented the Board with a grant opportunity for a security system at the town hall and other town buildings. The MIIA Grant offers \$10,000 to place security systems such as cameras and panic buttons. The application for the grant is due by Nov 2, 2017. Winglass has received two quotes for a security system with cameras in which one quote was \$7,200, and the other is for \$6800. It was proposed that there would be a total of 12 panic buttons, that would be dispersed throughout out the town hall offices, as well as the library. The Board discussed the necessity for cameras and the panic buttons, as well as where they would be placed.

**Selectman Kemper motioned to apply for the MIIA Grant for panic buttons only subject to Selectman approval after grant is approved. Seconded by Chairman Archibald, and it carried 3-0-0.**

VIII. Spring Town Meeting: Review/follow up on warrant articles

Chairman Archibald provided an update on all the 2017 Spring Articles. The Board discussed the articles that still need to be completed, and how to maintain the results of the articles in the future. Chairman Archibald stated that he will discuss them with the Finance Director to see if there is residual money left, and report back the Board.

IX. Review of Department Head FY'18 Objectives

The Board and Mary Winglass discussed ways to have better communication with the residents. It was suggested to have better cable and social media communication. Selectman Kemper proposed to have a consultant assist them with having better municipal communication with the public.

Selectman Anderson proposed that they need to engage with the Inspection Department to enhance developer oversight. Selectman Kemper suggested that there be a group discussion between the Planning Board, Inspection Department, and Selectman to have better communication between the Boards.

The Board discussed the Finance Department Objectives and requested a status on issues such as the bank reconciliation.

Selectman Kemper requested to have a discussion with the Assessor about the last 5 years of the overlay and the percentage requirements.

X. Community Compact Program Application

Selectman Anderson stated that the Division of Local Services will help with preparing a financial policy if the Town joins the Community Compact Program.

**Selectman Anderson motioned to apply for the Community Compact Program best practice program with the two best polices being financial policies and practices, and long-term planning forecasting modeling. Executive Administrator Mary Winglass will complete and submit the application. Seconded by Chairman Archibald, and it carried 3-0-0.**

XI. Appointments

Catherine DeWitt requested to be a member on the Cultural Council. DeWitt stated that they review applications for cultural events and approve the grants for those events. Selectman Kemper stated that the Bicentennial is coming up in 2019, and that they might be a candidate for applying for a grant. DeWitt stated that the applications are due by October 15, and the decision is made by the end of January for the following year.

**Selectman Anderson motioned to appoint Catherine DeWitt as a member of the Cultural Council through a term ending June 30, 2020. Seconded by Selectman Kemper and it carried 3-0-0.**

Chairman Archibald stated that as soon as the Legislature was signed it eliminated the Finance Director position.

**Selectman Anderson motioned to appoint Andy Gould as the Treasurer-Collector with the same terms written in his current contract, although he will now be an employee at will. Seconded by Selectman Kemper, and it carried 3-0-0.**

XII. Selectmen's Meeting minutes dated June 26, 2017, September 11, 2017, September 18, 2017.

**Selectman Anderson motioned to accept the minutes dated June 26, 2017, September 11, 2017, and September 18, 2017 as amended. Seconded by Chairman Archibald and it carried 3-0-0.**

### XIII. Payroll and Invoice Warrants

The Board discussed that a couple employees are approving payroll for direct relatives which is a conflict of interest. Selectman Anderson requested that Mary Winglass send an email to Theresa Woodbury and Tom Flaherty to no longer approve future payroll for a direct relative as defined by the State Ethic Commission.

**Chairman Archibald motioned to approve the payroll warrant with discussed corrections. Seconded by Selectman Anderson, and it carried 3-0-0.**

**Selectman Anderson motioned to approve the invoice warrant. Seconded by Selectman Kemper, and it carried 3-0-0.**

### XIV. Placing items for future agendas

The Board discussed the following be added for future agenda:

- To add Meeting follow-ups on the agenda.
- Tax Clarification Hearing along with discussion with Meredith on the tax bill
- To prepare budget priorities for Fiscal Year 2018 with the Finance Committee.
- Discuss the budget message from the Board of Education.
- Selectman Kemper requested an update on the Town Manager Search.

The following are the Board's follow up responsibilities:

- Chairman Archibald will follow up on the 2017 Warrant Articles.
- Mary Winglass will request an update for the Housing Authority.
- Selectman Kemper will work on getting a consultant to assist with municipal communication.
- Mary Winglass will ask the Police Department for a sign design, submit the application for the MIIA grant, and the Community Compact Program.
- Organize an internal leadership conference to discuss the open meeting laws and website maintenance. Anderson stated he will organize an external leadership conference.

Respectfully Submitted,

Lori Dawidowicz  
Recording Secretary