



Town of West Newbury Board of Selectmen

Monday, July 23, 2018 7:00 PM
381 Main Street, Town Office Building
www.wnewbury.org

Open Session Meeting Minutes

Selectman Archibald called the meeting to order at 7:01 PM. In attendance were Selectmen David W. Archibald and Joseph H. Anderson, Jr. Others present were Town Counsel, Michael McCarron and Town Manager, Angus Jennings.

Chairman Glenn A. Kemper arrived at approximately 7:05pm.

Selectman Archibald announced that this meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.

Announcements:

Selectman Anderson announced the following:

- Pentucket School Building Committee will meet on July 24, 2018 at 6:30pm to discuss building options and costs.
- National Night Out is Tuesday, August 7th from 5-8pm at the Pentucket Regional High School
- Volunteer Openings can be viewed on the website.
- The Board held a moment of silence for resident Mr. James Tropano, a 94-year-old WWII Veteran whom passed away on July 18, 2018.

Regular Business

I. Essex County Greenbelt: 4th Annual Road Cycling Event

Representative from Essex County Greenbelt, Jane Rumrell answered questions from the Board regarding the 4th Annual Road Cycling Event.

Selectman Anderson motioned to approve the Essex County Greenbelt application for a race on Saturday September 29, 2018 as outlined in the application. Seconded by Selectman Archibald, and it carried 3-0-0.

Special Event Application from Greenbelt Essex County's Land Trust

II. Continue review of Short Term Rental Application, 15 Norino Drive

Present: Sara Bellino, Mead, Talerman & Costa representing Colin and Reini Hodgson's short-term rental application for 15 Norino Drive.

Discussion took place on clarification on the application with no new information from Ms. Bellino. Resident Jim Ward spoke in opposition of the application.

Selectman Anderson motioned to deny the application from Colin and Reini Hodgson for a short-term rental based on the feedback received from Town Counsel which outlines numerous reasons. Seconded by Selectman Archibald and it carried 3-0-0.

Ms. Bellino requested to view Town Counsel's feedback; Chairman Kemper instructed her to contact Michael McCarron, Town Counsel tomorrow morning.

February 21, 2018 Application for Short-Term Rental

May 4, 2018 Supplement to Short-Term Rental Application

Decision of the Board of Selectmen on the Application of Colin and Reinheld Hodgson for a Short-Term Rental License for the Property Located at 15 Norino Drive

III. Street Opening Permit: 12 Mirra Way

Selectman Anderson motioned to approve the street opening permit for 12 Mirra Way. Seconded by Selectman Archibald and it carried 3-0-0.

Street Opening Permit: 12 Mirra Way

IV. Request for sign on town property – Jack and Ellen Alden

Present: Jack and Ellen Alden requested to put a seasonal sign on the traffic island at the corner of Route 113 at Gardner Street from July to October.

Discussion took place on location and duration of posting signs. The Board are in support of agriculture but are not going to entertain any new signs at this location and will work on researching this subject.

Memo from Angus Jennings, Town Manager: Request for sign on town property

Request from Jack and Ellen Alden: Signs on Town Property

V. Elisa Grammer: Application for Appointment to Historical Commission and River Access Committee.

Selectman Anderson motioned to appoint Elisa Grammer to the Historical Commission through a term ending June 30, 2021 and to the River Access Committee through a term ending June 30, 2019. Second by Selectman Archibald and it carried 3-0-0.

Application for Appointment from Elisa Grammer

VI. Review of draft Charge for Pipestave/Dunn parking and land use study committee

Discussion took place on a draft charge for the Pipestave/Dunn property proposed by the Park and Recreation Committee. The Board agreed that the committee focus is on parking at Pipestave property and not the Dunn property.

Selectman Anderson motioned to approve the draft charge that Angus Jennings prepared to include the removal of the word Dunn in the title and item number 1. Second by Selectman Archibald and it carried 2-0-1. Chairman Kemper opposed.

Memo from Angus Jennings, Town Manager: Review of draft Committee Charge, Pipestave/Dunn parking, circulation and land use study committee.

VII. Memo from Town Clerk: Early Voting

Discussion took place on early voting starting on October 22, 2018 to November 2, 2018.

Selectman Archibald motioned to approve the use of the facility for early voting as outlined by Town Clerk McCarron. Seconded by Selectman Anderson and it carried 3-0-0.

Memo from Town Clerk Michael McCarron: Early Voting

VIII. Request for appointment of two Police Reserve Officers

Discussion took place on appointing police reserve officers. The Board briefly discussed the past policy and agreed that for tonight they will go with the applications as presented, but in the future, they wish to continue the process that has been followed by having the applicant come in to meet the Board prior to their appointment.

Selectman Anderson motioned to appoint Anthony Mastrangelo and Christopher Hurst as Reserve Police Officers through a term ending June 30, 2019. Seconded by Selectman Archibald and it carried 3-0-0.

Memo from Angus Jennings, Town Manager and Memo from Police Chief Reed

IX. Request for Reappointments

The Board reviewed a list of reappointments as follows: Krystelle Griskiewicz and Gregory Garnache one-year appointments to the Bicentennial Committee; Marlene Switzer a one-year

appointment to the Carr Post Building Committee and Barry LaCroix a one-year appointment to the River Access Committee.

Selectman Anderson motioned to appoint the names on the appointment list with the terms identified. Seconded by Selectman Archibald and it carried 3-0-0.

List of four requests for reappointment

- X. Request for endorsement of revisions to building permit fees as proposed by the Inspectional Services Department

Glen Clohecy, Building Inspector was present and discussed his proposal to raise the building permit fees. The proposed raise to the building fees would keep the department self-funded and puts West Newbury in the middle compared to surrounding towns.

Selectman Anderson motioned to increase the building permit fee schedule as recommended by the Building Inspector. Seconded by Selectman Archibald and it carried 3-0-0.

Memo from Angus Jennings, Town Manager and a revised Building Permit Fee Schedule

- XI. FY'18 Invoice Warrants

Selectman Anderson motioned to approve the FY'18 Invoice Warrants. Seconded by Selectman Archibald and it carried 3-0-0.

- XII. Approval of meeting minutes: May 14, 2018, May 29, 2018 and June 9, 2018

Selectman Archibald motioned to approve the May 14, 2018, May 29, 2018 and June 9, 2018 meeting minutes. Seconded by Selectman Anderson, and it carried 3-0-0.

After a brief discussion regarding the minutes, Selectman Anderson motioned to approve the minutes dated May 29, 2018, and June 9, 2018 as amended. Seconded by Archibald and it carried 3-0-0.

Town Manager Update

- 1. Announcement of intent to appoint Electrical Inspector

The Board agreed that Angus Jennings, Town Manager appoints this position. The Board briefly discussed Sec. 10 (a) of Chapter 97 of the Acts of 2017 ("Town Manager Act") legislature and the 15-day grace period for the Board of Selectmen to waive the appointee after Town Manger issues an appointment.

Selectman Anderson motioned to appoint Thomas Tombarello, Jr. as the Electrical Inspector and waive the 15-day grace period. Seconded by Selectman Archibald and it carried 3-0-0.

Memo from Angus Jennings, Town Manager: Intent to appoint Electrical Inspector

2. Update on preliminary observations and anticipated Town Manager work plan items

- Schedule meeting to discuss the bridge repair with staff and Newburyport
- Attended a MVPC meeting which focused on OSHA requirements. Mr. Jennings stated that this will take effect in February and has been working with certain departments on new standards.
- Working on a salary matrix compared to other Northshore towns.
- Working to streamline and centralize the payroll process.
- Reviewing the policies and bylaws.
- Prepare for the FY'18 audit and meeting with staff and the town auditor
- Proposed that all the meeting materials be sent in a single PDF rather than multiple links; the Board agreed to move forward.
- Discussion took place on meeting minutes and the Board requested that they be kept brief.

3. Review of 2001 Board of Selectmen Committee Handbook and discussion of potential updates

Town Manager Jennings discussed the 2001 Board of Selectmen Committee Handbook to review for recommended updates; the Board is in agreement with updating the handbook.

*Memo from Angus Jennings, Town Manager: 2001 Committee Handbook, potential updates
Copy of Committee Handbook*

4. Update on Department Head goals and recommended timing/method of FY18 performance evaluations

Discussion took place on the timeline for reviewing performance evaluations to be completed by the end of September.

Memo from Angus Jennings, Town Manager: Department Head Goals and recommended approach to performance evaluations.

5. Update on Page School generator

Discussion took place on the assessment of the replacement generator process with an uncertain completion time.

Memo from Angus Jennings, Town Manager: Update on Page School generator

XIII. Follow-Up Meeting Assignments

The Board agreed that Angus Jennings will keep track of the following up meeting assignments.

XIV. Future Agenda

- Selectmen FY 19' Objectives
- Schedule Bicentennial Committee
- Discuss Fall Town Meeting Schedule
- Ambulance Contract signature
- DLS discussion with the Finance Committee for the August 13, 2018
- Warrant for the state primary

Selectman Anderson motioned to adjourn at approximately 9:42pm. Seconded by Selectman Archibald and it carried 3-0-0.

Respectfully Submitted,

Lori Dawidowicz
Recording Secretary