



## Town of West Newbury Board of Selectmen

Tuesday, September 4, 2018 @ 6pm  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)

### Open Session Meeting Minutes

Chairman Kemper called the meeting to order at 6:07pm. Selectmen in attendance were Glenn A. Kemper, Chairman, David W. Archibald and Joseph H. Anderson, Jr.

Others in attendance were Town Manager Angus Jennings, Town Counsel Michael McCarron and Executive Administrator Mary Winglass.

**Chairman Kemper motioned 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; 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; Executive Session Minutes dated August 20, 2018. Second by Selectman Anderson with a unanimous roll call vote: Kemper – aye, Archibald – aye, Anderson – aye.**

Chairman Kemper called the open session back to order at 7:04pm and announced that this meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Today is the State Primary Day and the polls being open until 8pm in the Annex.

Selectman Anderson announced that the town is have a retirement party for Gary Bill on September 13, 2018 from 6pm to 8pm at the Town Hall (across from the library) 491 Main Street, West Newbury.

#### Regular Business

- Senator Bruce Tarr and Representative Leonard Mirra: Funding for Bicentennial Celebrations

Representative Leonard Mirra and Senator Bruce Tarr were present to award the Town of West Newbury \$25,000 for the Bicentennial Celebration in 2019. The Board thanked Rep. Mira and Senator Tarr for their efforts in obtaining the funding and discussed the Town of West Newbury sign on the Newburyport side of town has the wrong year and asked for assistance in having this corrected.

Senator Tarr discussed funding for regionalized transportation, special education circuit breaker and the small bridge program. Town Manager Angus Jennings will send a list of West Newbury's capital project to Senator Tarr and Rep. Mirra for future funding opportunities.

- Update from the Bicentennial Committee

Present were KC and Stephen Swallow of the Bicentennial Committee whom gave a report on planned events and logo done by a local artist for the Bicentennial. A "Save the Dates" notice will be mailed and sent out to all social media avenues.

*Documentation: Memo from Town Manager dated August 20, 2018 and schedule of planned events from the Bicentennial Committee*

- Request for Street Opening Permit: 10A Norino Drive

**Selectman Anderson moved to approve the Street Opening Permit for 10A Norino Drive with the provisions as outlined. Second by Selectman Archibald with a unanimous vote.**

*Documentation: Street Opening Permit*

- Request for one day liquor license for Gary Bill retirement party on Sept. 13 from 6-8pm

**Selectman Anderson moved to approve a one-day liquor license to Angus Jennings for Gary Bill's retirement party on September 13<sup>th</sup> from 6-8pm. Second by Selectman Archibald with a unanimous vote.**

*Documentation: One-day liquor license*

- Review of the Town of Salisbury Intermunicipal Harbormaster Agreement – *cont'd from Aug. 20*

Discussion took place on the proposed \$2,000 increase and the harbormaster activity over the last year. The Board instructed the Town Manager to revise the contract to show payment is for services rendered versus monthly payments.

**Selectman Anderson moved to approve the intermunicipal agreement with the Town of Salisbury through the period of July 1, 2019 with the stipulation that payment is for services rendered. Second by Chairman Kemper with a unanimous vote.**

*Documentation: Memo from Town Manager dated August 31, 2018, reports from Raymond Pike, Harbormaster and Intermunicipal Agreement for the Administration of Shared Services*

- Review of relocation of current public safety sign – *cont'd from Aug. 20*

The Board agreed with the proposed location of the public safety sign but will leave it up to the Police Chief and Town Manager.

*Documentation: Map showing proposed location to relocate existing sign*

- Update on Pipestave Committee & Parks and Recreation proposals to Community Preservation Committee

Chairman of the Community Preservation Committee Bill Bachrach gave an overview of the committee's last meeting to include two applications received for funding and the reason for denying one and approving the other. Resident John McGrath gave a history of the Pipestave property, the intended use and due to the increased use, the option of better management practices.

Tom Flaherty, Chair of the Parks and Recreation Commission spoke on the proposal for funding an engineering plan and that at no time was anyone competing. One proposal was for parking and the other is for an engineer plan for the future use of the property.

Resident Wendy Willis had some housekeeping questions and will contact Bill Bachrach and Tom Flaherty to gain more information.

*Documentation: Memo from Town Manager dated August 31, 2018 Re: Update on CPC recommendations of proposed Pipestave/Dunn articles and Overview of CPC meeting from Bill Bachrach*

- Review of proposed and potential warrant articles for Fall Town Meeting

Discussion took place on the articles received per the deadline date of September 4, 2018. The Board reviewed a memo summarizing the articles received and others for consideration by the Board of Selectmen. Some department heads were in attendance to speak on behalf of their articles.

Discussion took place on the first review of the articles; funding source will be reviewed at a future meeting.

**Selectman Anderson moved to close the Fall Town Meeting Warrant with the articles as discussed tonight. Second by Selectman Archibald with a unanimous vote.**

*Documentation: Memo from Town Manager dated August 31, 2018 and article request forms received from departments with backup documentation*

- Selectmen's Meeting minutes dated August 20, 2018

**Selectman Anderson moved to approve the Selectmen's Meeting minutes dated August 20, 2018 as written. Second by Chairman Kemper with a unanimous vote.**

*Documentation: Draft minutes dated August 20, 2018*

#### **Town Manager Updates**

- Process for appointment and management authority for DPW Director

Discussion took place regarding the review of appointment and management authority for the DPW Director.

Selectman Anderson moved to delegate the Selectmen's authority to the Town Manager to hire, fire and manage the DPW Director position. No second and further discussion took place.

**Selectman Anderson moved to delegate the Selectmen's authority to the Town Manager to manage the DPW Director position. Second by Chairman Kemper with a unanimous vote.**

*Documentation: Memo from Town Manager dated August 31, 2018*

- Review of FY'19 Salary Range Schedule

**Selectman Anderson motioned to approve the FY'19 Salary Range Schedule. Second by Chairman Kemper and passed with a 2-0-1 vote with Selectman Archibald abstaining.**

*Documentation: Memo from Town Manager dated August 31, 2018 and proposed salary range schedule.*

- Review method to accrue vacation and sick time for qualified part time employees

**Selectman Anderson motioned to accept the Town Managers recommended method for tracking accrual of vacation time for qualified part-time employees and method for tracking accrual of sick time for qualified part-time employees. Second by Chairman Kemper with a unanimous vote.**

*Documentation: Memo from Town Manager Re: Accrual of vacation and sick time*

- Follow up meeting assignments
  1. Town Manager will contact the two towns per the Pentucket Regional Agreement to start again a Finance Advisory Committee.
  
- Placing items for future agendas
  1. Review of policies and forecasting tools; set a time with the Finance Committee late October or 1<sup>st</sup> meeting in November.
  2. Mill Pond Management Agreement
  3. Personnel Policy Ratification

**Chairman Kemper moved to adjourn the meeting at 9:43pm. Second by Selectman Anderson with a unanimous vote.**

Respectfully Submitted,

Mary Winglass, Executive Administrator