



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

Monday, September 17, 2018 @ 7:00 pm  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)

### **Open Session Minutes**

Chairman Kemper called the meeting to order at 7pm. Selectmen in attend were Glenn A. Kemper, Chairman and Joseph H. Anderson, Jr. David W. Archibald was not in attendance due to a scheduled vacation.

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

Chairman Kemper read the following announcements:

This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.

- Fall Town Meeting, Monday, October 22, 2018 @ 7pm in the Town Annex
- Presentation of Accreditation Certificate to West Newbury Police Department on Wednesday, October 24, 2018 at the Connor Center (20 Glen Street) in Dover, MA (time TBA)
- Invitation to Public Forum seeking input for the Open Space and Recreation Plan, Wednesday September 19<sup>th</sup> at 7pm, Second Floor Meeting Room at the Town Offices

Selectman Anderson announced this Saturday, September 22, 2018 is the Household Hazardous Waste Collection at the Newburyport DPW, Perry Way (off Low Street) from 8am to 11:30am. Council on Aging is hosting a 3<sup>rd</sup> Annual Town-Wide Yard Sale on Saturday, September 29<sup>th</sup>. Details on both of these events can be found on the Town of West Newbury website at [www.wnewbury.org](http://www.wnewbury.org).

### **Regular Business**

- A. Request for appointment of two Police Reserve Officers

Police Chief Art Reed introduced two candidates as Police Reserve Officers: Matthew Dushame and John Ripa.

**Selectman Anderson motioned to appoint Matthew Dushame as a Police Reserve Officer with a term ending June 30, 2019. Second by Chairman Kemper with a unanimous vote.**

**Selectman Anderson motioned to appoint John Ripa as a Police Reserve Officer with a term ending June 30, 2019. Second by Chairman Kemper with a unanimous vote.**

*Documentation: Memo from Police Chief Reed dated September 12, 2018*

- B. Request for Appointment of Terence Hartford to the Harbor Committee

Resident Terence Hartford requested an appointment to the Harbor Committee and discussed his qualifications as well as advocate for the town's cemeteries.

**Selectman Anderson motioned to appoint Terence Hartford to the Harbor Committee with a term ending June 30, 2019. Second by Chairman Kemper with a unanimous vote.**

The Selectmen agreed with the need to look at the privately-owned cemeteries in town

*Documentation: Application for Appointment from Terence Hartford*

C. Personnel Policy: Vote of ratification of changes considered in public hearing on May 14, 2018

On May 14, 2018 the Board of Selectmen held a Public Hearing to revise the Personnel Policy to include the amended Social Media Policy and the new MCAD Pregnancy Fairness Act.

Individually the policies were approved as follows: March 5, 2018 the Selectmen approved the MCAD Pregnancy Fairness Act and on April 2, 2018 the Social Media Policy.

Per the Personnel Bylaw requires a vote to formally add to the Personnel Policy therefore the amendments are brought forward for the Board to formally vote tonight.

**Selectman Anderson motioned to ratify the Personnel Policy to include A. the Email and Internet Use Policy and B. the MCAD Guidance Pregnant Workers Fairness Act. Second by Chairman Kemper with a unanimous vote.**

*Documentation: Public Hearing Notice and Memo from Town Manager dated September 14, 2018*

D. Update on the Pentucket Building Committee and pending submittal of Preferred Schematic Report (PSR) to Massachusetts School Building Authority

Town Manager Jennings gave an update on this past Tuesday's joint meeting of the School Committee and the High School Building Committee to authorize the submittal of the Preferred Schematic Report to the Massachusetts School Building Authority on the favored design N3.3f. The district tax impact was discussed and the Board agreed to come up with a plan and a rough estimate for West Newbury residents in October/November.

*Documentation: Memo from Town Manager dated September 14, 2018*

E. Review of draft Town Meeting Warrant for October 22<sup>nd</sup> Special Town Meeting

The Board reviewed the draft warrant and will meet with the Finance Committee, Moderator, Town Counsel and Town Manager next Monday to decide upon funding source and recommendations.

*Documentation: Draft Warrant as of September 14, 2018*

F. Special Event Permit for Myopia Hunt

**Selectman Anderson motioned to approve the Myopia Fox Hunt on Saturday, September 25, 2018 per the perimeters and comments as noted from the Police Chief and Selectman Archibald. Second by Chairman Kemper. Discussion: Permits must to submitted on time as they need to follow what everyone else is required to do. Motion passed with a unanimous vote.**

Selectmen discussed the option of a penalty fee if submitting an application late. Town Manager Jennings added that when an application is submitted late it takes the staff away from their job to focus on obtaining all the information at the last minute.

*Documentation: Special Event Permit from Myopia*

G. Selectmen's Meeting minutes dated August 6, 2018 and September 4, 2018

**Selectman Anderson moved to accept the Selectmen's Meeting minutes dated August 6, 2018 as amended and the September 4, 2018 as written. Second by Chairman Kemper with a unanimous vote.**

*Documentation: Draft minutes dated August 6<sup>th</sup> and September 4<sup>th</sup>*

**Town Manager Updates**

H. Follow up meeting assignments

- Review funding and tax impact for the new High School after Town Meeting has been finalized

I. Placing items for future agendas

- Mill Pond Management Plan – meeting with all parties involved with priorities/goals and recommendations
- Meeting with the CCC (Community Center Committee)
- Scheduled holiday closings calendar
- Working on a boundary map with Greenbelt for the Pipestave property
- Request from Pentucket School to apply for an IT grant from the Community Compact Program with West Newbury as the sponsor.
- Joint meeting to review the warrant next Monday with the Finance Committee, Moderator, Town Counsel and Town Manager to vote funding and recommendations
- Special event administrative fee
- Recommendation from Town Manager for a DPW Director possibly by October 15<sup>th</sup>

**Selectman Anderson moved to adjourn the meeting at 8:22pm. Second by Chairman Kemper with a unanimous vote.**

Respectfully Submitted,

Mary Winglass, Executive Administrator