



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

Tuesday, February 21, 2017 6:00 p.m.

First Floor Hearing Room 381 Main Street, Town Office Building

[www.wnewbury.org](http://www.wnewbury.org)

### **OPEN SESSION**

Chairman Anderson opened the meeting at 6:06pm. In attendance were Selectmen Joseph Anderson, Chairman and David Archibald; Town Counsel Michael McCarron, Interim Finance Director Andrew Gould and Executive Administrator Mary Winglass.

Selectman Glenn Kemper was not in attendance.

**Chairman Anderson moved to go into Executive Session under**

- 1. MGL Chapter 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;**
- 2. 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;**
- 3. Executive Session Minutes of January 30, 2017**

**Second by Selectman Archibald with a unanimous vote.**

Chairman Anderson reconvened the Open Session at 7:07pm.

Chairman Anderson made the following announcements:

- Town Manager Public Forum, Thursday, March 9<sup>th</sup> @ 7:30pm  
First Floor Hearing Room, 1910 Building (Town Offices)
- Election of Town Officers: Request nomination papers by March 9<sup>th</sup> – submit to the Town Clerk by Monday, March 13th

### **Regular Business**

#### **I. Police Chief Reed Re: Proposed Fleet Replacement Schedule**

Police Chief Art Reed was present to discuss his proposed fleet replacement schedule for police vehicles. The objective is to control the cost of operating and maintaining a fleet of vehicles and equipment through a thought-out plan. By adopting this plan will assist the department and Town in standardizing its capital expenditures and to decrease fluctuations in purchasing which will help long term maintenance. The plan should be viewed as a living document and will be updated annually to reflect changes in the Town's organizational climate. Replacement will take place at 85,000 to 90,000 miles with the Sergeants to use the new vehicles for the first two years, keeping the miles low. The vehicle will then be moved to the patrol officers to use therefore extending the life of the patrol fleet.

Chairman Anderson and Selectman Archibald agreed with the plan and added that this does not seem unreasonable; the Board decided to wait to vote on it when Selectman Kemper is at the meeting.

Police Chief Reed announced the deadline of March 15<sup>th</sup> to complete an application to join the Citizens Academy. Anyone interested must be 18 years or older and can obtain the application online or you can pick one up at the Police Department. The Department is accepting up to 15 members to join the Citizens Academy.

## II. [Historic Commission Re: Demolition Delay By-Law Article](#)

Chairman Anderson addressed Bob Janes, member of the Historic Commission with the following items discussed last August but remain in the draft bylaw as follows:

1. Glenn Clohecy addressed "substantial destruction" not defined. Now the bylaw reads "total destruction" in definition. Do I take that to mean leave one wall up and this bylaw does not apply?
2. "Subject to a fine of not more than \$300" Exactly how much is a fine, what's the criteria? Who determines if there's a fine?

Selectman Archibald address his concerns as follows:

1. The definition is any structure that houses animals or people, does this include a 2-foot square dog house; he feels it should be better defined
2. The fact that a demolition permit is not transferable at a property sale does not seem fair; the clock should not have to restart.

Mr. Janes will bring the Board's comments back to the members of the committee for consideration; the Historic Commission will hold a Public Hearing on March 21<sup>st</sup>.

## III. Apartment Building – Housing Authority

Town Clerk Michael McCarron discussed that last fall the Selectmen explored the option of regaining control over the Pipestave Apartments, since we seemed to be doing a majority of the upkeep anyways. The move to take control was negatively impacted by the departure of the Finance Director as there was no clean methodology as to how the Town would manage the apartments.

DPW Director Gary Bill added that he recently talked with the Housing Authority Director Tracy Watson who has an interest with taking over the apartments. This would place the units in the same status as the other units owned by the Housing Authority and relieve the Town from the maintenance responsibility. The process would be to get a Town Meeting vote authorizing the Board of Selectmen to transfer the property to the Housing Authority, a second option is to set up a revolving fund for the town to manage the building, qualify the tenants, collect rent, income requirements and reports to the state for four (4) apartment units. The third option is to continue with how it is managed today by both the Town and the Housing Authority; mainly the Town takes care of the outside of the building and the Housing Authority manages the inside of the building.

The Board decided to wait to make a decision when they have a full board present, in the meantime Town Counsel Michael McCarron will draft the articles.

#### IV. FY17' Snow & Ice Removal Budget

**Chairman Anderson moved to declare a snow and ice emergency. Second by Selectman Archibald with a unanimous vote.**

#### V. Proposed well site purchase

Chairman Anderson explained that the Water Commissioners and the Board of Selectmen have been looking at land for a wellfield development for approximately one and a half years at 31 Dole Place. The Selectmen and the Board of Water Commissioners' will split the cost of the wellfield lot in half, with the Water funding to come from the Water Enterprise fund and the Town funding to come from Town CPA. In the event the owners will not subdivide their land; the Selectmen will vote to fund an additional \$300,000 from free cash. The house lot will be subdivided and sold with the proceeds going into the general fund. The Water Commissioners voted on this agreement at a recent meeting.

**Chairman Anderson moved to join the Water Commissioners in the proposal for the purchase of the wellfield with half coming from the Water Commissioners using funding from the Water Enterprise Fund and the Board of Selectmen funding source from CPA funds. In the event the family will not subdivide the land; the Selectmen will fund an additional \$300,000 from free cash. Second by Selectman Archibald with a unanimous vote.**

Chairman Anderson added that the CPA funds were approved as requested by the Water Commissioners and must be ratified as approved CPA funds per the request of the Board of Selectmen.

**Chairman Anderson moved to approve the Community Preservation Project request for funding as outlined in the application by the Board of Selectmen. Second by Selectman Archibald with a unanimous vote.** Chairman Anderson added that the application reflects the dollar amount as proposed by the Water Commissioners but at this point we don't have a final number.

#### VI. Application for a One-Day Liquor License

**Chairman Anderson moved to approve a one-day liquor license for the West Newbury Riding and Driving Club on March 25, 2017 from 6pm to 10pm at the Town Annex. Second by Selectman Archibald with a unanimous vote.**

#### VII. FY18' Proposed Budget and Articles

The Board reviewed a draft warrant for the Spring Special Town Meeting and the Annual Town Meeting with some open items that the Selectmen are working on with other departments.

The Board reviewed the draft budget and revenue projections prepared by Interim Finance Director Andrew Gould. The Board asked for Gould to show a budget with the inclusion of a 2% cost of living increase for all non-union employees for the next meeting. The Board decided to have all departments in to the March 6<sup>th</sup> meeting who have requested additional salary increases and new positions in their proposed FY18' budget; Gould will send out an email to the departments inviting them to the meeting. The Fire Chief Mike Dwyer is also scheduled to come in to speak on the breathing apparatus equipment article.

#### VIII. Appointments

**Chairman Anderson moved to appoint Laurie Zywiak as Town Accountant at an annual salary of \$80,000 with three week's vacation and a start date of March 1, 2017 through June 30, 2019. Second by Selectman Archibald with a unanimous vote.**

#### IX. Approve Selectmen Meeting minutes dated January 23, 2017

**Chairman Anderson moved to approve the Selectmen Meeting minutes dated January 23, 2017 as written. Second by Selectman Archibald with a unanimous vote.**

#### X. Request for Use of Facilities

There were no pending items for review by the Board of Selectmen.

#### XI. Payroll and Invoice Warrants

**Chairman Anderson moved to sign the Payroll and Invoice Warrants. Second by Archibald with a unanimous vote.**

#### XII. Placing items for future agendas

- Lodging Regulations – the Board is waiting and hoping to receive a response soon from the Attorney General's Office.
- Mowing of Veterans graves - to add a line item for a few extra mowing's.

**Chairman Anderson moved to adjourn at 8:41pm. Second by Selectman Archibald with a unanimous vote.**

Respectfully Submitted,

Mary Winglass, Executive Administrator