



**Town of West Newbury  
Select Board  
Monday, July 17, 2023 @ 6:00pm  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)  
Meeting Minutes**

**Open Session:** Chairwoman Reed opened the session at 6:04pm.

**Participation at the Meeting:**

- Rick Parker, Wendy Reed, Chris Wile- Select Board
- Angus Jennings- Town Manager
- Rob Phillips- Finance Committee

**Announcements:**

No announcements were read aloud, but included on the Meeting Agenda.

**Regular Business**

- A. Presentation regarding ongoing/active projects/initiatives, discussion of priorities- Angus Jennings, Town Manager**  
(See Select Board packet for Monday, July 17, 2023 for accompanying slideshow). Jennings used the opportunity of the Select Board meeting to go over various priorities that could be followed up on at a future meeting. “Doing things right, not cutting corners” was the main message of Jennings’ introduction, as the Town government tries to work in its decentralized fashion on a backlog of projects with new items needing addressing piling up all the time. The presentation the Manager provided covered how he proposed time management in a format that lumped priorities into three categories: “unplanned/crisis”, “value added”, and “baseline services” based on his experiences implementing this sort of structure in Westford, Massachusetts. Jennings reflected that West Newbury’s municipal employees were operating on robust, up-to-date job directives. Despite this, he stated that based on evidence, some Town offices were stretched thin based on the amount of work expected of them. Jennings unveiled the Project Management Matrix which laid out which projects which employees were responsible for, what the category of the project was, what the timeline was, and other metrics, to provide an at-a-glance reference for all Town Offices to consult.

Looking over the list of projects, Reed wondered what projects in the backlog over the last few years had been completed- had any progress been made? Jennings stated that such progress had occurred. The Project Matrix would enable Town employees to be assigned to and find their priorities quicker, and to stay on target with them. Jennings reflected on how working groups were functioning currently and his involvement in them, and later explained how the Matrix system would work in practice. He reiterated his support for having a Select Board Member as a liaison to each Board, Committee, and Commission.

Wile stated he hoped (for the Town Manager’s sake/sanity) that he would delegate to trusted members of his team more. Parker and Wile discussed the value of having a sit-down group discussion to fully understand each of the projects being considered for priority ranking, so as to better determine their opinion on the priority for each project. Jennings stated he felt that collaboration on establishing priorities would be a good idea, and the group hashed out the efficacy of this method and how long it might take to do in a one-day retreat. The Board determined that they would chip away at identifying the priorities prior to a group meeting before Labor Day. **No motion was made at this time.**

**Reed motioned to enter Executive Session. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The Board entered Executive Session.**

**To access a video recording of the meeting, use the link below:**

<https://www.youtube.com/watch?v=poz7GYSZHo8>