



**Town of West Newbury
Board of Selectmen
Monday, April 22, 2019 @ 7pm**
381 Main Street, Town Office Building
www.wnewbury.org

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WEST NEWBURY, MA
2020 FEB 19 AM 10:29

Minutes of Meeting

Open Session: 7pm in the First Floor Hearing Room

The Meeting was called to order at 7:06 p.m. by Chairman Glenn Kemper.

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Historical Society Candidates Forum, Wednesday, April 24th, 7:30pm in First Floor Hearing Room
- Bicentennial Series of Nature Walks: April 27th and May 2nd: Riverbend Trail; April 25th and May 4th at Withers Conservation Area. All begin at 9:30am. Sign up required, at Open Space Committee website.
- Earth Day Roadside Cleanup, Saturday, April 27th and Sunday, April 28th, trash bags and gloves available at the Town Offices and Food Mart
- Spring Annual Town Meeting, Monday April 29th, 7pm at the Pentucket High School Auditorium
- Town Election, Monday May 6th, polls open 7:00 AM to 8:00 PM
- Memorial Day Parade, Monday, May 27th at 10:30am – Information contained in Agenda Packets.

Regular Business

The Board thanked Joseph Anderson for his service as this will be his last meeting as a Selectman. Joseph thanked the town for their confidence in him.

Letter from Pentucket Regional School District regarding linguistic diversity sent to parents contained in Agenda Packets.

Letter from Meredith Stone, Chief Assessor requesting that the Board reconsider cutting the Clerk's hours by 6 contained in Agenda Packets.

A. Presentation of FY18 Audit – Tony Roselli, Roselli, Clark & Associates, CPAs

Copy of the FY 18 Audit and Management Letter contained in Agenda Packets. In addition to reviewing the Audit Report Tony commented that the Town is doing very well financially. From 2009 to 2018 the Unassigned Fund Balance continues to grow and has grown 2 ½ times in those years. Delinquency rates are at an all-time low and the OPEB balance is an asset not a liability. West Newbury is the only town in Massachusetts that is fully funded. Tony recommended the Town consider hiring a Management Company to structure the organization now that the Town Manager form has been adopted. The Chief Procurement Officer is now the Town Clerk and Town Counsel and has several areas of responsibility. Tony suggested that the town needs to address the fact that this will change as the Town Clerk/Town Counsel/Procurement Officer will one day retire. He suggested that the Town Manager is typically the Chief Procurement Officer. He recommended that the Town Manager pursue a MCPPO certification. He also suggests that the Town Accountant take the Overview Course for knowledge of the Procurement Law. He suggested a signed agreement with the Pentucket Regional School District for the services of the School Resource Officer. The

Community Compact Grant is well underway. There will be a new Software package and Chart of Accounts on July 1, 2019. Tony also remarked that when he sees a problem the staff corrects the issue.

B. Appointment of Auditor and review of proposed contract for FY19-21 auditing services

Copy of the contract is contained in the Agenda Packets. Angus Jennings, Town Manager gave the Board a summary of the contract which would cover the years FY19, FY 20 and FY21.

Motion was made by Selectman Joseph Anderson, seconded by Selectman David Archibald to approve the contract for FY 19, FY 20, and FY 21 at a gross fee not to exceed \$20,500.00 per year.

Yes 3, No 0.

C. Appointment of Police Chief

Motion was made by Selectman David Archibald, seconded by Selectman Joseph Anderson to enter into negotiations with Sergeant Jeffrey Durand as Chief of Police.

Yes 3, No 0.

D. Appointment of Board of Fire Engineers

Emails from 5 individuals seeking appointment are contained in the Agenda Packets. There are only 3 available posts for appointment. The Board encouraged experienced firefighters to mentor younger members of the department for the future.

Motion was made by Selectman Joseph Anderson, seconded by Selectman David Archibald to appoint Michael Dwyer, Ben Jennell and David Evans to the Board of Fire Engineers.

Yes 3, No 0.

E. Request for Street Opening Permits for 12 Dole Place, Tim Collins 70 Ash Street (added 4/19/19)

Copy of Permit, DPW Director Stipulations and Map are contained in the Agenda Packets regarding 12 Dole Place.

12 Dole Place – Motion was made by Chairman Glenn Kemper, seconded by Selectman Joseph Anderson to approve permit with stipulations of the DPW Director.

Yes 3, No 0.

70 Ash Street – Motion was made by Chairman Glenn Kemper, seconded by Selectman Joseph Anderson to approve permit with stipulations.

Yes 3, No 0.

- F. Review of proposed Municipal Vulnerability Preparedness (MVP) grant application and sign-off on application cover letter and letter of support (due May 3, 2019) – *Energy Advisory Committee*

Copy of email explaining grant application process and need for letter of support are contained in the Agenda Packets.

Elisa Grammer present to ask for support of the Board.

Motion was made by Selectman David Archibald, seconded by Selectman Glenn Kemper to Support the Chairperson signing the Municipal Vulnerability Preparedness Grant application and letter of support.

Yes 3, No 0.

- G. Cont. Board of Selectmen review and recommendations on proposed FY20 Budget and Articles, including Finance Committee booklet and draft Town Meeting Motions

Selectman David Archibald stated that he was prepared to support the budget in booklet, the Town Manager Recommendations and prepared to change his vote. Selectman Joseph Anderson stated that he didn't have a discussion with the Town Manager. He stated that in terms of process it shouldn't have gone this way having gone to the Finance Committee prior to it coming before the Board of Selectman. He also expressed his belief that speaking in a Public meeting regarding individual's rates of pay is wrong.

Motion was made by Selectman David Archibald seconded by Selectman Glenn Kemper to change Board of Selectman vote on proposed Finance Committee Operating Budget.

Yes 2, No 0, Opposed 1 (Selectman Anderson)

Michael McCarron, Town Clerk/Town Counsel reported that the only changes he made to Angus's Draft Motions relates to Article 17 - \$32,000.00 for the new 4 x 4 pickup and to dispose of the current vehicle at the discretion of the Board of Selectmen. All Sunset Clauses are contained In the Motions.

Motions

Selectman Glenn Kemper: 1
Selectman Joseph Anderson: 2
Selectman David Archibald: 3

Etc.

The Water Department and the Board of Health do their own.

Regarding the Motions related to the Regional Schools Selectman David Archibald requests that the language is the same as the other towns in the School District (uniformity).

H. Annual performance review of Town Manager

No Action Taken. This item is not ready. Will be taken up at a future meeting.

I. Execute amendment(s) to Town Manager employment contract

Addendum to contract and current Item (Section 4, Item B) are contained in the Agenda Packets.

Motion was made by Selectman David Archibald, seconded by Selectman Glenn Kemper to add an Addendum to the Town Manager Contract Article 4 B is amended to provide 20 days annual paid vacation leave starting in FY 19 to be taken by December 31, 2019.

Yes 3, No 0.

Town Manager Updates

J. Update on MA School Building Authority approved reimbursement for Middle/High School project

School Funding Models and Average Single Family Tax Impact Table are contained in the Agenda Packets. The School Building Assistance Bureau has approved \$52,700,000.00 as was expected for this project.

K. Update on Federal disaster fund reimbursements for expenses resulting from March 2018 storms

Angus Jennings, Town Manager prepared estimates on the March 2018 storms. The total amount to be reimbursed by the Federal Government is \$141,763.49. Summary Memorandum and copy of Debris Removal from the Federal Emergency Management Agency are contained in the Agenda Packets.

L. Update on recent progress and anticipated timeline toward future review of proposed conceptual alternative designs and preliminary cost estimates for replacement of Middle Street Bridge

Memorandum from DPW Director contained in Agenda Packets.
Angus reported that he is working with the City of Newburyport and received the First Draft. He currently anticipates a public meeting on May 13, 2019 with the City of Newburyport and the Bridge Designers.

M. Update on bid process for Brake's Hill Water Tank and Wellfield & Chemical Building

The Bid Schedule, Electric Sub Bids, Advertisement for Bids and Public Notice Newspaper article are contained in the Agenda Packets. Michael McCarron, Procurement Officer reported that Bid Openings would take place April 23, 2019 in the morning. A Pre Bid Conference had been held on this Project.

N. Update on planning for Memorial Day Parade

Angus reported that he has been working with Theresa Woodbury, Council on Aging Director who has previous experience on such an undertaking. He will have policy questions for the Board at a future date.

O. Follow up meeting assignments

P. Placing items for future agendas

**Motion was made by Chairman Glenn Kemper, seconded by Selectman Joseph Anderson to adjourn
The meeting at 8:52 p.m.**

Yes 3, No 0.

Respectfully submitted, Mary DiPinto

Approved by Board of Selectmen 2-18-2020