



Town of West Newbury
Board of Selectmen
Monday, April 29, 2019 @ 6pm
Pentucket Regional High School, 24 Main Street

www.wnewbury.org

AGENDA

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2019 APR 25 PM 3:32

Executive Session: 6pm in the High School Library

- ❖ 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.

Open Session: Immediately following Executive Session, also in the High School Library

Regular Business

- A. Annual performance review of Town Manager
- B. Review of Town Meeting Motions

Annual and Special Town Meetings: 7pm in the High School Auditorium

- C. Selectmen attendance at Annual and Special Town Meetings



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: April 27, 2019
RE: Performance evaluation, reference documents

Please find attached the following, for reference relative to my pending performance evaluation:

- Town Manager Job Description
- "90 Plan and 6 Month Priorities" provided by Board at pre-employment meeting June 2018
- "West Newbury Goal Setting – Working Draft, June 2018" provided by me to Board at pre-employment meeting June 2018
- FY'19 Goals and Priorities, as provided to me by individual Selectmen, in/around August 2018
- September 27, 2018 Memo to Board: "RE: Status update, 90-days in office: Goals, "baseline" responsibilities and policy priorities" with Town Manager Project Management matrix, working draft updated as of 11/13/18¹
- Report on utilization of Town email accounts, 6 months as of Feb. 14, 2019
- Form of Employee Evaluation Form provided by Selectman Anderson

This information is provided to give you adequate basis, as a supplement to your collective and individual observations of my performance these past ten months, to evaluate my performance.

¹ Please note that the first 19 projects/items in the Project Management matrix are drawn from the 90-day and 6-month goals provided by the Board at the June 2018 meeting; and the projects numbered 20 through 51 come from the same document. Although the color coding "status of completion" legend (green / yellow / red) does not reflect project status as of today, the Board should be generally aware of progress on these and other projects based on my office's regular updates to the Board both at and between Board of Selectmen meetings.

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF WEST NEWBURY
JOB TITLE: TOWN MANAGER (L13)**

The town manager shall be the chief operating and administrative officer of the town and shall be responsible to the Board of Selectmen for the effective management of all town affairs placed in the town manager's charge.

Operational Responsibilities of the Town Manager

The town manager shall supervise all town departments and direct day to day affairs of the town.

The town manager shall be responsible for seeing that the budget is administered as adopted by town meeting.

The town manager shall coordinate the activities among boards, commissions and committees, concerned with long range municipal planning.

The town manager shall oversee the town's personnel system and staff in accordance with the town's by-laws and shall oversee personnel evaluation policies and practices, employee benefit programs, enforcement of labor contracts, labor relations, collective bargaining, state and federal equal opportunities law compliance in the town, and such other human resource obligations as designated by the Board of Selectmen.

The town manager shall keep the Board of Selectmen fully informed regarding all departmental operations, fiscal affairs, general problems and administrative actions and shall submit periodic reports to the Board of Selectmen. The town manager shall attend all meetings of the Board of Selectmen, except when excused, and all annual and special town meetings.

The town manager serves as the public relations and communications officer of the town. It is important that the public is informed and updated as much as possible. They will coordinate communication between town departments, boards and committees with other local, state and federal governmental agencies and with the media and the general public.

The town manager shall have access to all information necessary for the proper performance of the duties of town manager. The town manager shall keep full and complete records of town manager's office and annually submit to the Board of Selectmen, unless required to do so more frequently, a full written report of the operations of the town manager's office.

The town manager shall develop, keep and annually update a full and complete inventory of all property of the town, both real and personal. The town manager shall have jurisdiction over the rental of all town facilities and real property, as set forth by the policies, rental fees and other practices established by the Board of Selectmen.

The town manager shall devote full working time to the duties of the office and shall not engage in any business activity during the term of office, except with the written consent of the Board of Selectmen.

With the approval of the Board of Selectmen, the town manager shall prosecute, defend or compromise all litigation to which the town is a party.

The town manager or a negotiating committee authorized by the Board of Selectmen shall negotiate collective bargaining contracts on behalf of the Board of Selectmen; provided, however that such contracts shall be subject to the approval, ratification and execution by the Board of Selectmen.

Financial Responsibilities of the Town Manager

The town manager may approve any warrants for payment of town funds prepared by the town accountant; provided, however, that the approval of any such warrant by the town manager shall be in compliance with the policies for payment as promulgated by the Board of Selectmen and this shall be sufficient to authorize payment by the treasurer. If there is a vacancy of the town manager, in the town manager's absence or at any other time the Board of Selectmen or a designee of one of the members of the Board of Selectmen may approve such warrants.

Annually, the town manager shall be responsible for the preparation of the proposed budget to be included in the annual town meeting warrant. The proposed budget shall be prepared in accordance with the most current budget process established by the Board of Selectmen. The proposed budget shall detail all estimated revenue from all sources and all proposed expenditures.

The town manager shall annually submit a town departmental and organizational structure, which such town departmental and organization structure shall be subject to the approval of the Board of Selectmen. The town manager shall recommend all salaries and pay rates for town employees, excepting those covered by collective bargaining agreements, which salaries and pay rates shall be subject to the approval and/or modification by the Board of Selectmen.

The town manager shall be responsible for filing grant applications and for informing the Board of Selectmen as to the status of such applications.

Appointment Powers of the Town Manager

The town manager shall appoint and may remove all department heads as the term may be defined in the town departmental and organizational structure and all such other employees for which no method of selection is provided or otherwise provided by law.

Appointments or removals made by the town manager shall be effective 15 calendar days following the date of written notice of the appointment or removal is filed with the Board of Selectmen, unless the Board of Selectmen vote to reject such appointment or removal.

Delineation of Responsibilities with The Board of Selectmen

The executive powers of the Town shall be vested in the Board of Selectmen.

The Board of Selectmen shall serve as the chief goal-setting and policy making body of the Town and shall not normally administer the day to day affairs of the Town. As such the board resolves to hear only those appeals and special problems not resolved at lower levels. The Board of Selectmen shall set guidelines and policy directives that are to be implemented by the town manager and by other officers and employees appointed by or under its authority.

The Board of Selectmen shall appoint by a majority vote with the full board present, the town manager, town counsel, the chief of police, the independent auditor, the town accountant, assistant or special counsel and the executive administrator. The board shall also appoint all members of committees, boards and commissions, except for those positions which are elected, and shall have oversight of appointed boards, committees, or commissions.

The Board of Selectmen shall be the licensing authority for the Town.

The Board of Selectmen shall be responsible for and shall approve the form and content of all town meeting warrants before such warrants are submitted to the town meeting for deliberation.

The Board of Selectmen shall review the annual proposed budget prepared by the town manager and make changes as the Board of Selectmen deem advisable. The town manager shall present the budget which incorporates the changes of the Board of Selectmen to the Finance Committee and the town meeting.

Education and Experience Qualifications

Bachelor's Degree from an accredited institution and considerable experience as a town manager or administrator. The candidate with a graduate degree in public administration or similar area of concentration would be preferred. Five years' experience managing a town or other large organization is necessary.

Angus Jennings
90 Plan and 6 Month Priorities

90 Day Plan

- Meet & work with Department Heads/key employees. First three weeks half day with: Police, DPW, Town Clerk/Counsel, Finance (Assessor, Accountant & Treasurer/Collector), Executive Administrator, Fire, COA, Library, Inspection, Health, Planning & Water. Set up all prior to start.
- Key board meetings to attend in the first 2-3 months: Finance Committee, Planning, Health, Water, Assessors BOFE, COA, Library, Open Space, Bicentennial, Capital Improvements & Community Center Committee.
- Review and understand the legislation & job description that created this position, the FY '19 and previous year budgets and the West Newbury Community Compact.
- Review employee job descriptions. Ask what works and what doesn't work and what can be improved.
- Establish cadence of staff meetings (more frequent) and employee meetings (less frequent).
- Individual discussion with BOS members (rotate) weekly for 6 weeks, bi-weekly next 12 weeks.
- Join Pentucket School Building Committee and refine school financing plan.
- Develop relationships with the new Pentucket administration and the West Newbury
- Work with The Executive Administrator for her to generate the FY '18 Town Report.
- Review resident communications strategy and make recommendations to the Selectmen for improvements.

6 Month Priorities

- Develop plan with Newburyport to fix the Artichoke River Bridge.
- Review, update and refine capital plan.
- Understand and formalize Operations & Maintenance plans.
- Engage in water source options. Complete existing well upgrade. Develop strategies for new wellfield site.
- Salary matrix comparison (to North Shore towns)
- How do we maximize time and productivity? Identify where resources are underutilized and over-utilized.
- Familiarize yourself with the employee health insurance plan. Investigate costs and options.
- Improve intranet sharing of information.

Long Term Active Projects

- 0 Continue to Collect Elliot Fund Unpaid balances
- 0 Correct Small Finance Dept Budget Shortfall for 2018
- 0 Create Mail box Policy
- 0 Continue to Improve Town Wide Communication

- 1 Complete Page school Electrical system repairs: Generator Transfer Box Old conduits
- 2 Consolidate many different telephone, cell phone contracts with multiple vendors all departments
- 2 Reconcile bank statements vs. cash accounts in Finance Dept & address other Auditor recommendations
- 2 Complete Upgrade to existing Well field
- 2 Flesh out Social media policy
- 2 Repair Middle Street Bridge
- 3 Purchase new software for Finance Dept
- 3 Purchase Well Field Dole Place
- 3 Reestablish the Page School Capital Plan
- 3 Establish a Page School Maintenance Plan

- 3 Continue to Finance New School Project
- 3 Create Recreational Marijuana Policy
- 3 Develop Community Center Plan
- 3 Sell unneeded unused town lands
- 3 Continue to Fund Pension Liability
- 3 Continue to create Free Cash/Financial Planning
- 4 Eliminate Double Telephone Poles
- 4 Scrutinize Web Site: not always up to date material on members of committees, minutes, agendas, etc.
- 4 Update Capital Assets List & Replacement Schedule
- 5 Reevaluate Town wide speed limits
- 5 Create plan for rapid town invoice vendor payment
- 6 Continue to evaluate Town Center
- 7 Develop Plan for Standpipe at Page School
- 7 Formalize Harbormaster situation
- 7 Create Carr Post Plan
- 8 Review solar field rules
- 9 Create Plan for MVPCC Guard rail report
- 9 Continue Stormwater plan
- 10 Purchase Street lights

Town of West Newbury FY '19 Goals and Priorities

Board of Selectmen

- Continue to support High School building strategy & funding.
- Review and revise all policies, including the creation of new financial policies. *Review, revise & implement*
- Develop strategies to increase communication methods with employees & residents.
- Review and approve an updated capital plan, including funding mechanisms.
- Provide ongoing feedback to the Town Manager, regarding priorities and clarity of roles.
-

Town Manager - *Already agreed to w Angus*

- Complete introductory orientations – employees, B/C/C, finances, etc, in the initial 90 days.
- Develop plan with Newburyport to fix the Artichoke River Bridge.
- Review, update and refine capital plan, by October 30th.
- ✗ Understand and formalize Operations & Maintenance plans.
- ✗ Investigate health insurance options, with the objective of lowering cost and providing a better value to employees, prior to FY '20 commitments.
- Engage in water source options. Complete existing well upgrade. Develop strategies for new wellfield site.
- Salary matrix comparison (to North Shore towns), by December 30th.
- How do we maximize time and productivity? Identify where resources are underutilized and over-utilized.
- Improve intranet sharing of information.
- Review resident communications strategy and make recommendations to the Selectmen for improvements.

Town Boards, Committees & Commissions

- Bicentennial-Finalize timeline & budget by October 30, 2018. Implement 2019 events.
- CCC-Recommend a specific Community Center plan
-

Town of West Newbury

FY '19 Board of Selectmen Goals – Selectman Archibald Draft

Selectmen's Priorities

- Assist and encourage Bicentennial Celebration
- Pursue a new water source
- Continue to support High School building strategy & funding
- Implement financial recommendations of Community Compact
- Establish centralized town policies
- Sell River Meadow property - OK
- Maintain tax increase to under 2 ½%
- Create agricultural common signs

Yes, however B.C. executes

- Yes, Have been repeating for some time
- Put under Town Mar.

Department Head Priorities

- Coordinate cell phone service(s)
- Create new Page School capital plan
- Update town inventory
- Town Mgr.-Acquire new software, as recommended by the auditor
- Town Mgr.-Investigate health insurance options
- Complete planned improvements and ongoing evaluations of the Page School

- Yes but we manage the Tm, not D. H.'s
their goals are between him & them
Dept Head priorities are no longer
our responsibility,
??
there is one?

- we said hold off until
their merger is complete

Town Boards & Committee Priorities

- CIC-Update and organize the Capital Improvement plan
- CCC - Create a plan
- Continue work to hand off town apartment

→ OK

- who

Town of West Newbury

FY '19 Board of Selectmen Goals

Selectmen's Priorities

- 5- Assist and encourage Bicentennial Celebration
- 4- Pursue a new water source
- 1- Continue to support High School building strategy & funding
- 2- Implement financial recommendations of Community Compact
- 3- Establish centralized town policies
- • 7- Sell River Meadow property
- 6- Maintain tax increase to under 2 ½%
- 8- Create agricultural common signs

Department Head Priorities

- 3- Coordinate cell phone service(s)
- 8- Create new Page School capital plan
- 6- Update town inventory
- 4- Town Mgr.-Acquire new software, as recommended by the auditor
- 7- Town Mgr.-Investigate health insurance options
- 5- Complete planned improvements and ongoing evaluations of the Page School
- 1- Page Generator Complete
- 2- Bridge repair

Town Boards & Committee Priorities

- 1- CIC-Update and organize the Capital Improvement plan
- 2- CCC - Create a plan
- 3- Continue work to hand off town apartment

West Newbury Goal Setting - Working Draft

6 Month Goals

- Goal Setting: Initial; Check-in(s); Calendar year-end 2018
- Document/clarify organizational objectives
 - Improved communications: public, interdepartmental, B/C/C (Boards/Committees/ Commissions)
 - More proactive on policy
 - Capital / stabilization finance strategy; work w Dept Heads to refine, vet projects, costs, timing. Produce updated Capital Program to inform FY20 budget cycle
 - Interdepartmental alignment - a “go to” person
 - Leadership toward shared objectives
- Manager Orientation
 - Tours of town, town properties and facilities, etc.
 - Review ^{Bylaws} Ordinances, Policies, Orders, Resolutions etc.
 - Budget review; mtgs w dept heads
 - Property maintenance O&M - document the baseline: who/what/how often
 - Catalogue active contracts; understand vendor relationships, contract terms
 - Review audits, audit adjustments/journals, management letter
- Solidify shared understanding of new form of government, incl. w regard to: personnel, contracts, legal counsel, purchasing, expenditures, reporting, encumbrances, documenting, communications
- Establish management framework
 - Topic-based working groups; regular and as-needed meetings
 - Organize/review personnel records
 - Standardize calendars/booking (transparency)
 - Timing/method of Dept. Head reporting to TM

June 2018

- Standardize electronic communications protocols incl. w/r/t records retention
- Document/standardize process for staff support to B/C/C
- Employee survey and self assessments (incl. re job satisfaction, ideas)
- Job descriptions:
 - Document baseline responsibilities, work flow; formalize the informal
 - What are the unwritten rules and responsibilities? Codify and implement or follow written policy.
 - Solidify the baseline (what's not getting done?)
 - Document value added, "crises" work done
 - Over time, refine org structure to match work being performed and unmet needs
- Communications
 - Agendas/Postings/Minutes/Newsletters/Announcements/etc.
 - Website
 - Visits around town
 - Local Cable
 - Neighboring towns
 - Press
 - State Agencies
 - State House delegation
- Strategic planning:
 - Capital Program
 - Board of Selectmen & Dept Heads
 - Citizen groups
 - Boards, Commissions & Committees (incl. Bicentennial Committee)

Respectfully submitted,

Angus Jennings, Incoming Town Manager



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: September 27, 2018
RE: Status update, 90-days in office: Goals, “baseline” responsibilities and policy priorities

Prior to my tenure, we met to discuss 90-day and 6-month goals and priorities. At our meeting in June, the Board provided its goals and priorities, I provided mine, and we talked them over.

In early July, Department Heads were invited to submit their departments’ FY19 goals and, later in the summer, Board of Selectmen members were invited to each provide me a list of their priorities. I have also been meeting with staff, Boards, Committees and Commissions to get a better understanding of their baseline responsibilities, ongoing initiatives, and policy goals and priorities.

And, since beginning my work here, I have re-assessed and updated my own punchlist of goals and priorities, based on my own prior experience applied to my observations here in West Newbury.

In light of all of the above, when the Board discussed the potential establishment of goals and priorities at its August 6th meeting, I respectfully requested that this item be tabled until the October 1 meeting, to allow me time to process what I’m learning and report back to the Board. It was already quite obvious to me that the cumulative weight of all of the goals and priorities already articulated would far outstrip staff capacity to deliver on these commitments – all at the same time, anyway. After all, the distance between making a commitment to progress – and actually making that progress – can often be measured in the dozens or hundreds of personnel-hours.

On Monday evening, I’ll present a status update on progress toward the Board’s 90-day goals (enclosed), all of which are complete or have been substantially advanced. I will also provide updates on the 6-month goals that the Board provided me in June – all of which are also underway.

I had hoped to have a written presentation for inclusion in this packet, but the demands of each day have not left time available to prepare a comprehensive presentation; this will therefore remain in draft form, for completion and presentation at another time.

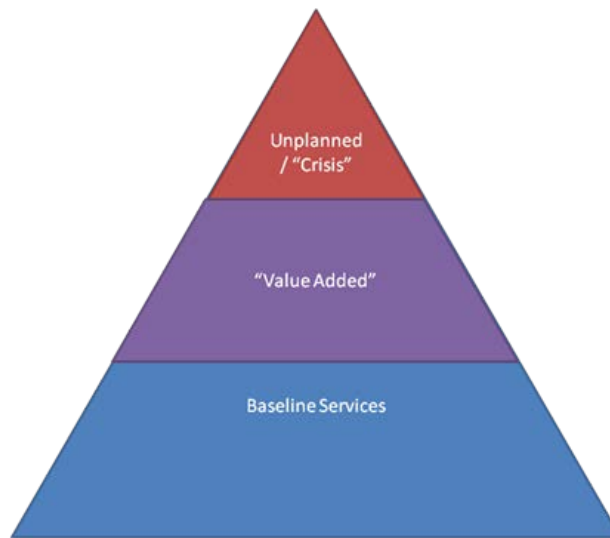
However, in preparation for Monday night, I would like to share the following observations, and outline of my management philosophy as applied to the setting of goals and priorities.

Three Categories of Municipal Work

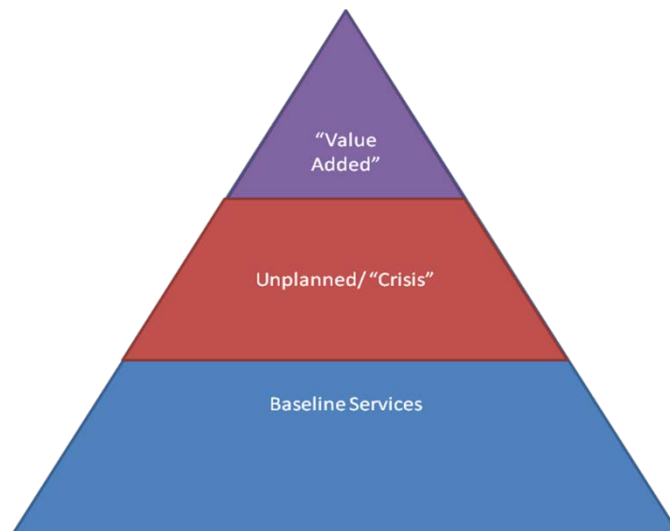
Over the course of my municipal career I’ve come to think of the services towns provide in three categories, illustrated as follows:

- ◇ Baseline services include functions that are mandated by local, State or Federal statute, regulation or administrative agency.
- ◇ “Value added” services include, for example, proactive planning and zoning efforts, grant applications, and non-mandated services that are nonetheless provided on a regular basis.
- ◇ Unplanned services represent issues that are not part of a specific work plan but, when they arise, must be addressed. In some departments more than others, this category can represent “crises” in a true sense of the word. “Crises” can also result from a lack of advance planning.

The pyramid below is intended to illustrate relative time impact (in personnel hours) of the various types of services (i.e. on a week to week basis, Baseline Services occupy the greatest share of staff time, etc.):



As a practical matter, when Unplanned/Crisis situations arise, these have the effect – for whatever the duration of the event – of displacing time toward Value Added services, while in every circumstance the Baseline Services must continue to be provided. So, during periods where Unplanned/Crisis work arises, the pyramid looks more like this:



For this reason, it is important to re-evaluate work plan and priorities on a regular basis in order to make adjustments to the timing of Value Added services if and as needed to accommodate Unplanned/Crisis work while also maintaining Baseline Services.

As we discussed during the Town Manager interview process last winter, it is my opinion that true prioritization requires a statement of both what is to be done, and of what will not be done (either at all, or on a particular timeframe, i.e. extending the time horizon for certain Value Added services that may be important, but that – in light of overall work planning – are not near-term priorities).

As we also discussed during the interview process, it is my opinion that government is notoriously bad at leveling with the public (and, sometimes, itself) regarding what will not be achieved within a defined period of time. In my experience this has two inevitable and unfortunate consequences: the first is that the public can become frustrated by statements of what will be achieved, but a failure to achieve the goals on the established timeline; and, because the system of government is trying to achieve more than it has the capacity to achieve, the quality of work suffers because tasks are done with an emphasis on speed rather than diligent attention, and balls can be dropped because the system is over capacity. Personnel fatigue and burnout can result.

As I have advanced in my municipal career, I have made a commitment to myself that I would not proceed in this manner, but rather would work with elected leadership based on clear information regarding priorities, capacity/bandwidth, and the time it takes to accomplish particular tasks, in order to establish meaningful priorities that can actually inform the work planning for municipal personnel and private sector and institutional partners (i.e. vendors, Pentucket, MVPC, etc.).

While it is not easy to state on the public record that certain public goals – which are understood to be important – will not get done (on a certain timeframe), it is imperative to do so. If the municipal government is unable (or unwilling) to establish and maintain priorities, every new commitment of resources (whether mandated, “value added” or “crisis”) simply competes against those commitments already underway, and can threaten the system’s ability to meet the commitments it has already made. Over time, in addition to doing actual harm (i.e. balls dropped), this can affect municipal government’s credibility, and can undermine public confidence.

Although it can be difficult to find time to “step back” from the day-to-day to do so, this exercise of prioritization is essential in order to advance from “priorities” to meaningful priorities. In so doing, we will need to identify important work items that can be deferred. However, we will also agree to work items that are of greater importance in FY19 and, in so doing, we can actually deliver on the commitments we make (and that have already been made). This exercise will also be critical to my ability to effectively manage personnel resources so that each of our municipal departments can actually “plan their work and work their plan.”

It should be obvious that I do not expect to complete, nor even substantially advance, this process on Monday night; to do so will require a much more thorough accounting of commitments already made – including our expanding “baseline” responsibilities, notably new stormwater management and OSHA compliance requirements that will take significant staff time this fiscal year.

However, I do hope that Monday will help to set a baseline for a continuing process ahead.

Town Manager

From: Town Manager
Sent: Tuesday, November 13, 2018 3:48 PM
To: Glenn Kemper; David Archibald; Joe Anderson
Subject: Town Manager projects list
Attachments: Project Management matrix as of 11-13-18.pdf

Board,

Please find attached a working draft matrix of projects either complete, underway, or identified but not yet begun (either at all, or in a serious way). This is referenced in the memo for item K.g. tonight (“Overall project management framework”). I do not intend to present this information tonight, and do not expect you will have time to review prior to the meeting, but wanted to share the draft that I’m working from in terms of tracking active and pending requests. I’ll be happy to answer any questions on this document generally or regarding specific projects.

I have formatted this to only print the projects with limited add’l info. For some projects I have built out add’l info which identifies both the timing of projects (based on quarter of the fiscal year), as well as which entities (both Departments, and Boards/Commissions/Committees) have either lead or support roles in each project. Once this info is fully built out, it will make this tool helpful to me in tracking various entities’ work on various projects. However I’ve left it out of this version because it’s incomplete.

As you review the list, you may see items and wonder “why is Angus working on that?” To clarify, these are not all items that I am personally involved with; it includes projects organization-wide. However, there are a great many projects that I am personally involved with, so far, that should not – in my opinion – be part of my work plan on an indefinite basis. (To be clear, I’m happy to help on most anything, but I recognize that my time toward projects that aren’t necessarily central to my responsibilities diverts time away from other “baseline” functions – and is therefore unsustainable).

As I’ve told the Board, it is a high priority for me to better define the staff relationships with B/C/Cs so the necessary support work can be better spread around through the organization. If no dedicated staff support is made available, I’ve found that B/C/Cs look to this office to provide support. I’ve been able to get staff to take on some support work for some B/C/Cs on an informal basis, but this effort will be greatly improved if job descriptions can be revised to formally assign work to different staff. Therefore, this ties directly into the discussions in tonight’s Exec Session and BoS meeting.

Thanks,
Angus

Angus Jennings, Town Manager
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x111
townmanager@wnewbury.org

Town Manager
Project Management

LEGEND	
Complete	x Project Manager
Underway	o Project Support
Not Started	- In the loop

#	Project	FY19				Initiated by:
		Q1	Q2	Q3	Q4	
1	Meet & work with Department Heads/key employees. First three weeks half day with: Police, DPW, Town Clerk/Counsel, Finance (Assessor, Accountant & Treasurer/Collector), Executive Administrator, Fire, COA, Library, Inspection, Health, Planning & Water. Set up all prior to start.	x				BoS
2	Key board meetings to attend in the first 2-3 months: Finance Committee, Planning, Health, Water, Assessors, Board of Fire Inspectors, COA, Library, Open Space, Bicentennial, Capital Improvements & Community Center Committee.	x				BoS
3	Review and understand the legislation & job description that created this position	x				BoS
4	Review and understand the FY '19 and previous year budgets and the West Newbury Community Compact.	x				BoS
5	Review employee job descriptions. Ask what works and what doesn't work and what can be improved.	x				BoS
6	Establish cadence of staff meetings (more frequent) and employee meetings (less frequent).	x				BoS
7	Individual discussion with BOS members (rotate) weekly for 6 weeks, bi-weekly next 12 weeks.	x				BoS
8	Join Pentucket School Building Committee and refine school financing plan.	x				BoS
9	Develop relationships with the new Pentucket administration and the West Newbury Finance Committee.	x				BoS
10	Work with the Executive Administrator for her to generate the FY '18 Town Report.	x				BoS
11	Review resident communications strategy and make recommendations to the Selectmen for improvements.	x				BoS
12	Develop plan with Newburyport to fix the Artichoke River Bridge.	x	x			BoS
13	Review, update and refine capital plan.	x	x			BoS
14	Understand and formalize Operations & Maintenance plans.	x	x			BoS
15	Engage in water source options. Complete existing well upgrade. Develop strategies for new wellfield site.	x	x			BoS
16	Salary matrix comparison (to North Shore towns)	x	x			BoS
17	How do we maximize time and productivity? Identify where resources are underutilized and over-utilized.	x	x			BoS
18	Familiarize yourself with the employee health insurance plan. Investigate costs and options.	x	x			BoS
19	Improve intranet sharing of information.	x	x			BoS
20	0 Continue to Collect Elliot Fund Unpaid balances					BoS
21	0 Correct Small Finance Dept Budget Shortfall for 2018					BoS
22	0 Create Mail box Policy					BoS
23	0 Continue to Improve Town Wide Communication					BoS

#	Project	Q1	Q2	Q3	Q4	Initiated by:
24	1 Complete Page school Electrical system repairs: Generator Transfer Box Old conduits					BoS
25	2 Consolidate many different telephone, cell phone contracts with multiple vendors all departments					BoS
26	2 Reconcile bank statements vs. cash accounts in Finance Dept & address other Auditor recommendations					BoS
27	2 Complete Upgrade to existing Well field					BoS
28	2 Flesh out Social media policy					BoS
29	3 Purchase new software for Finance Dept					BoS
30	3 Purchase Well Field Dole Place					BoS
31	3 Reestablish the Page School Capital Plan					BoS
32	3 Establish a Page School Maintenance Plan					BoS
33	3 Continue to Finance New School Project					BoS
34	3 Create Recreational Marijuana Policy					BoS
35	3 Develop Community Center Plan					BoS
36	3 Sell unneeded unused town lands					BoS
37	3 Continue to Fund Pension Liability					BoS
38	3 Continue to create Free Cash/Financial Planning					BoS
39	4 Eliminate Double Telephone Poles					BoS
40	4 Scrutinize Web Site: not always up to date material on members of committees, minutes, agendas, etc.					BoS
41	4 Update Capital Assets List & Replacement Schedule					BoS
42	5 Reevaluate Town wide speed limits					BoS
43	5 Create plan for rapid town invoice vendor payment					BoS
44	6 Continue to evaluate Town Center					BoS
45	7 Develop Plan for Standpipe at Page School					BoS
46	7 Formalize Harbormaster situation					BoS
47	7 Create Carr Post Plan					BoS
48	8 Review solar field rules					BoS
49	9 Create Plan for MVPCC Guard rail report					BoS
50	9 Continue Stormwater plan					BoS
51	10 Purchase Street lights					BoS
52	Establish protocols for use of shared calendars among staff					Town Mgr
53	Confirm authority to revise job descriptions					Town Mgr
54	Update wage classification matrix (last updated FY16)					Town Mgr
55	Establish relationship with Personnel Committee					Town Mgr
56	Consider standardizing hours of operation across more town departments					Town Mgr
57	Formalize adoption of BoS policies: written Board Orders/Resolutions					Town Mgr
58	Update/implement improved protocols for establishment of Committees, swearing in, charges, etc (update 2001 Committee Handbook)					Town Mgr
59	Standardize payroll, timesheets, tracking of sick/comp/ vacation/personal days across departments					Town Mgr
60	Update purchasing policy; designate TM as CPO, or eliminate CPO designation					Town Mgr

#	Project	Q1	Q2	Q3	Q4	Initiated by:
61	Building access protocols (keys given, building closure protocols); consider keyless entry					Town Mgr
62	Evaluate office layout / finance dept					Town Mgr
63	Routine correspondence to BoS: forwarded by email as it comes in? Paper copies to mailboxes? Included in next BoS mtg packet? All of the above?					BoS
64	Improve format and detail for BoS agendas					Town Mgr
65	Advance consideration of a Town Charter					Town Mgr
66	FY18 performance evals: role of BoS v. Manager. Basis of evals: goals? And/or job descriptions?					Town Mgr
67	Committees - bring actual into alignment with prior bylaws, policies, Board orders (as needed)					Town Mgr
68	Train person as payroll backup during absences/vacations					Town Mgr
69	Establish clear methodology to assign Water Dept indirect costs (part of Community Compact recommendations)					Town Mgr
70	Repeal or amend 2005 statute creating DPW					Town Mgr
71	Top to bottom review of existing policies and By-Laws in order to revise as needed for consistency w change in form of govt (incl. BoS policies, Finance policies)					Town Mgr
72	Work with Auditor and finance staff on FY18 Audit					Required
73	Review proposed Community Compact policies with Finance staff in detail, including relationship to current practice, prior to 8/13 joint FinComm/BoS mtg					BoS
74	Update Prop/Caus insurance schedules if/as needed- by 8/31					Required
75	Clarify protocols/timing for BoS after-the-fact review/approval(?) of warrants (A/P? Payroll?)					Town Mgr
76	Memos to Police and DPW clarifying timing of payout of longevity bonuses (FY beginning, end, or date of hire)					Dept Head
77	Clarify method for allocation of retirement costs per department					Town Mgr
78	Support Planning Dept in retaining new minutes taker					Dept Head
79	Personnel Policy revisions					Dept Head
80	Tracking of sick time donated to/drawn from Sick Time Pool for Catastrophic Illness (Personnel Policy sec. 5.2.4)					Required
81	Adopt and implement policy recommendations of Community Compact					BoS
82	Create agricultural common signs					BoS
83	Coordinate cell phone service plans					BoS
84	Support Energy Comm for compliance with Green Communities					Energy Comm
85	Install signage re leash law at Moulton Hill Reservoir; Amend bylaws to specify no dogs off leash at Indian Hill Reservoir (10/22/18 BoS mtg)					BoS/Town Mgr
86	Ensure that Parks & Rec is doing CORI checks in hiring					Dept Head
87	Work with private Cemetery Trustees to establish a sustainable long-term plan for cemeteries' O&M and Town residents' needs					Citizens
88	Amend Severe Weather Policy					Town Mgr
89	Submit required paperwork to Mass Historical Commission for closeout of grant for historic property inventory					Hist Comm
90	Update Town Facilities Rental Policy					BoS
91	Update Town Special Events Policy					BoS
92	Update Inspectional Services dept fees					Dept Head

#	Project	Q1	Q2	Q3	Q4	Initiated by:
93	Manage DPW Director retirement and recruitment					Required
94	Manage Police Chief retirement and recruitment					Required
95	Establish and serve as Chair of Pipestave Land Use, Parking and Circulation Committee. In that capacity, establish Committee recommendations re parking strategy and prepare proposal for CPC funding in Fall 2018.					BoS
96	Oversee renewal and execution of Ambulance Contract					Town Mgr
97	Process Short-Term Rental Application, 15 Norino Drive					Required
98	Implement Hilltop parking restrictions relative to construction of Brakes Hill water tank; communications to residents					BoS
99	Support Open Space & Rec Committee's work on updates to OSRP, incl. coordinating ADA/AAB compliance review					Open Space Comm
100	Update FY19 wage schedule					Required
101	Dispatchers' Union contract renewal					Required
102	DPW Union contract renewal (end of FY19)		x	x		Required
103	Update 2001 BoS Committee Handbook					Town Mgr
104	Clarify policy/procedure for disposition of items of low value					Dept Head
105	Clarify staff enforcement responsibilities for Short Term Rental Bylaw					Town Mgr
106	Promote and attend presentation of Town Center Shared Septic Study					Planning Board
107	Clarify authority for administrative oversight of personnel (i.e. signing timesheets, approving vacation requests, performance evaluations, etc.)					Town Mgr
108	Clarify communication protocols between Board and staff between meetings					BoS
109	Work with Planning Board and others to implement Housing Production Plan endorsed in spring 2018					Required
110	Prepare for new OSHA requirements taking effect Feb. 2019					Required
111	Work with BOH regarding increased recycling costs, Special Town Mtg warrant article, contract amendment					Required
112	Work with BOH regarding increased landfill monitoring costs, Special Town Mtg warrant article, DEP approval of monitoring plan					Board of Health
113	Secure BoS approval for location of new LED public safety sign					Dept Head
114	Secure BoS approval to execute FY19 pump-out agreement with Salisbury Harbormaster					Required
115	Prepare and submit NOI to EPA re MS4 Stormwater permit (due 10/1/19)					Required
116	MS4 implementation: prepare stormwater plan (by 6/30/19)					Required
117	MS4 implementation: amend Site Plan Review Bylaw (by 6/30/19)					Required
118	MS4 implementation: adopt and implement IDDE program (by 6/30/19)					Required
119	MS4 implementation: create construction and post-construction erosion control bylaw(s) (by 6/30/19)					Required
120	Support Bicentennial Committee					BoS
121	Support Community Center Committee's scoping and procurement of concept design services					Comm Ctr Comm
122	Work with DOR, Finance Team to complete recap and FY19 tax rate					Required
123	Determine amount of Free Cash transfer needed for Special Town Meeting to arrive at expected 14.6 tax rate	x				Required
124	Write letter and complete paperwork necessary to secure \$25k state funding for Bicentennial					Bicentennial Comm

#	Project	Q1	Q2	Q3	Q4	Initiated by:
125	Clarify method to track accrual of vacation and sick time for qualified part time personnel; implement w Dept Heads					Town Mgr
126	Secure Town Mtg authorization to accept Carr Post easement for Drake's Landing development	x	x			Required
127	Work with Drake's Landing developer and third-party Monitoring Agent to ensure that affordable units are eligible for addition to town's Subsidized Housing Inventory					Required
128	Work w PSRD to secure FY19 IT grant sponsored by W Newbury		x			PSRD
129	Prepare FY19 holiday recognition date schedule for BoS approval	x				Town Mgr
130	Secure improved interest rates for large balance bank accounts	x	x			Dept Head
131	Review and evaluate Town Offices' layout, administrative needs and staffing					Town Mgr
132	Create template for new hire offer letter					Town Mgr
133	Improved wayfinding signage (directory board) in Town Offices					BoS
134	Define job descriptions of newly created positions so staff know who to approach for what					Dept Head
135	Re-bid paving and schedule FY19 paving for June 2019					Required
136	Work with Planning, Conservation, DPW, Health, inspectional Svcs to improve coordination and quality of construction inspections					Town Mgr
137	Transfer Page School apartment house to Housing Authority (after necessary repairs and improvements); Town Mtg authorized transfer spring 2016					BoS
138	Improve compliance with and documentation of required trainings for DOL, OSHA					Required
139	Adopt and implement Hazard Communication Policy, and add SDS sheets to all current and new chemicals					Required
140	Improve enforcement of Harbor regulations, including establishing better protocols for issuance of mooring permits including coordination with Conservation					Required
141	Cable license renewal with Verizon (last one 2006)					Required
142	Clarify whether and when surety is required for street opening permits (McCarron 7/11/18)					Dept Head
143	Establish a management agreement w Housing Authority (McCarron 7/11/18)					Dept Head
144	Update Town Office phone system (Joe Lagana)					BoS
145	Establish realistic and sustainable plan to fund Water capital needs					Town Mgr
146	Clarify protocols for press communications					Town Mgr
147	Handle/resolve communications w Chase St residents re downed wire in winter 2018					BoS
148	Secure BoS and FinComm approval for reserve fund transfer to pay deductible on Horgan claims (MIIA)					Required
149	Update or repeal Financial Management Policies and Objectives					Town Mgr
150	Consider whether to pursue eligibility for Municipal Vulnerability Preparedness (MVP) grant program					Energy Comm
151	Review and edit annual updates to Community Preservation Plan.					Required
152	Clarify reported change in yield for OPEB Trust					Required
153	Provide HR support to Library Director during personnel turnover					Dept Head
154	Clarify protocols for management/scoping of annual Local Technical Assistance (LTA) hours from MVPC					Town Mgr

#	Project	Q1	Q2	Q3	Q4	Initiated by:
155	Secure scope of work from MVPC to get historic forms linked to MiMap on town website					Hist Comm
156	Build 30-year school finance model					BoS
157	Upon completion of updates, send capital program to State House delegation					Sen. Tarr
158	Engage UMass Donohue Institute to look at population forecast					Town Mgr
159	Look at opportunities to regionalize services if cost savings and comparable level of service can be achieved					Town Mgr
160	Contingency planning with School District, and updates to PSRD Regional Agreement					PSRD
161	Support update of Library 5-year strategic plan					Library Board
162	Secure Counsel advice regarding solicitation of funds by Town employee/Board					Dept Head
163	Clarify method of communication of new employee options for health benefits					Dept Head
164	Work with interim Police Chief during transition and budget season					Required
165	Advance title work done for River Access Committee					River Access Comm
166	Support Energy Comm Microgrid feasibility study					Energy Comm
167	Clean up fixed assets report, improve coordination with prop/causality insurance schedules					BoS
168	Reconcile departing employee's vacation payout request	x				Required
169	Secure easement on Buschur property					BoS
170	Work with Housing Authority, ConsComm to close out DEP permit for Housing Authority project					Housing Auth
	LEGEND					
	Complete		x			Project Manager
	Underway		o			Project Support
	Not Underway (at all; or in a meaningful way)		-			In the loop

Report on Town Email Utilization by Account, past 180 days, as of 2/14/19

Display Name	User Principal Name	Last Activity Date	Send Count	Avg/Day	Receive Count	Avg/Day	Read Count	Avg/Day	% Read	Sent + Read	Avg/Day
Town Manager	townmanager@wnewbury.org	2/14/2019	6308	35.0	4755	26.4	4573	25.4	96%	10881	60.5
Mary Winglass	mwinglass@wnewbury.org	2/14/2019	1359	7.6	3380	18.8	2182	12.1	65%	3541	19.7
Michael McCarron	mmccarron@wnewbury.org	2/14/2019	546	3.0	4289	23.8	2519	14.0	59%	3065	17.0
Paul Sevigny	psevigny@wnewbury.org	2/14/2019	889	4.9	3303	18.4	2155	12.0	65%	3044	16.9
Susan Yeames	syames@wnewbury.org	2/14/2019	523	2.9	2938	16.3	2211	12.3	75%	2734	15.2
COA	coa@wnewbury.org	2/14/2019	760	4.2	3966	22.0	1964	10.9	50%	2724	15.1
Leah Zambarnardi	lzambarnardi@wnewbury.org	2/14/2019	913	5.1	2265	12.6	1721	9.6	76%	2634	14.6
Meredith Stone	chief.assessor@wnewbury.org	2/14/2019	825	4.6	2339	13.0	1489	8.3	64%	2314	12.9
Laurie Zywiak	lzywiak@wnewbury.org	2/14/2019	289	1.6	1228	6.8	1211	6.7	99%	1500	8.3
Joe Anderson	janderson@wnewbury.org	2/14/2019	468	2.6	1055	5.9	1032	5.7	98%	1500	8.3
Residents Admin	residents.admin@wnewbury.org	2/14/2019	562	3.1	946	5.3	861	4.8	91%	1423	7.9
Assistant Assessor	assessors@wnewbury.org	2/14/2019	212	1.2	1251	7.0	1095	6.1	88%	1307	7.3
Mike Gootee	mgootee@wnewbury.org	2/14/2019	433	2.4	1642	9.1	847	4.7	52%	1280	7.1
DPW Director	dpwdirector@wnewbury.org	2/14/2019	448	2.5	811	4.5	828	4.6	102%	1276	7.1
WNWater	wnwater@wnewbury.org	2/14/2019	370	2.1	2733	15.2	878	4.9	32%	1248	6.9
Jane Krafton	jkrafton@wnewbury.org	2/14/2019	455	2.5	1945	10.8	689	3.8	35%	1144	6.4
Community Preservation Committee	cpc@wnewbury.org	2/13/2019	471	2.6	564	3.1	534	3.0	95%	1005	5.6
David Archibald	darchibald@wnewbury.org	2/14/2019	130	0.7	826	4.6	690	3.8	84%	820	4.6
Glenn Clohecy	gclohecy@wnewbury.org	2/14/2019	187	1.0	880	4.9	613	3.4	70%	800	4.4
Glenn Kemper	gkemper@wnewbury.org	2/14/2019	97	0.5	632	3.5	652	3.6	103%	749	4.2
Jay Smith	jsmith@wnewbury.org	2/14/2019	194	1.1	788	4.4	440	2.4	56%	634	3.5
Joan Croteau	inspection.admin@wnewbury.org	2/13/2019	165	0.9	743	4.1	361	2.0	49%	526	2.9
Gary Bill	gbill@wnewbury.org	2/14/2019	48	0.3	1465	8.1	444	2.5	30%	492	2.7
Meals On Wheels	mow@wnewbury.org	2/14/2019	99	0.6	244	1.4	242	1.3	99%	341	1.9
Selectmen	selectmen@wnewbury.org	2/14/2019	0	0.0	1326	7.4	331	1.8	25%	331	1.8
West Newbury Bicentennial Committee	wnbirthday@wnewbury.org	2/14/2019	79	0.4	232	1.3	239	1.3	103%	318	1.8
John Savage	jsavage@wnewbury.org	2/11/2019	3	0.0	116	0.6	98	0.5	84%	101	0.6
Brian Richard	brichard@wnewbury.org	2/14/2019	33	0.2	408	2.3	64	0.4	16%	97	0.5
Andrew Gould	agould@wnewbury.org	2/5/2019	0	0.0	353	2.0	70	0.4	20%	70	0.4
Assistant Clerk	assistantclerk@wnewbury.org	2/13/2019	12	0.1	67	0.4	47	0.3	70%	59	0.3
Electrical Inspector	electrical.inspector@wnewbury.org	2/11/2019	0	0.0	234	1.3	42	0.2	18%	42	0.2
Waterworks	waterworks@wnewbury.org	2/13/2019	1	0.0	201	1.1	15	0.1	7%	16	0.1
Admin	admin@wnewbury.org	1/23/2019	1	0.0	338	1.9	15	0.1	4%	16	0.1
Jean Nelson	jnelson@wnewbury.org	1/3/2019	0	0.0	297	1.7	13	0.1	4%	13	0.1
Open Space	wnopenspace@wnewbury.org	12/14/2018	9	0.1	7	0.0	3	0.0	43%	12	0.1
Finance Committee	financecommittee@wnewbury.org	2/5/2019	2	0.0	3	0.0	3	0.0	100%	5	0.0
Stan Kulacz	skulacz@wnewbury.org	9/6/2018	0	0.0	38	0.2	1	0.0	3%	1	0.0
Cable	cable@wnewbury.org	6/12/2016	0	0.0	210	1.2	0	0.0	0%	0	0.0
Personnel	personnel@wnewbury.org		0	0.0	1	0.0	0	0.0	0%	0	0.0
Solarize West Newbury	solarize@wnewbury.org	12/9/2015	0	0.0	3	0.0	0	0.0	0%	0	0.0
Harbormaster	harbormaster@wnewbury.org		0	0.0	5	0.0	0	0.0	0%	0	0.0
Mill Pond Committee	millpond@wnewbury.org		0	0.0	11	0.1	0	0.0	0%	0	0.0
History	Historical.Comm@wnewbury.org		0	0.0	22	0.1	0	0.0	0%	0	0.0

Source: Angus Jennings, Town Manager, based on data from Jake Soucy, Appletree Networks, LLC

Town Manager

From: Joe Anderson
Sent: Wednesday, April 10, 2019 8:27 PM
To: David Archibald; Glenn Kemper; Town Manager
Subject: W Newbury Performance Evaluation
Attachments: W Newbury Performance Evaluation.doc

Blank evaluation form

Joe Anderson, Selectman
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Phone: 978-360-0829

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Performance Evaluation

This form is a tool to guide individuals and their supervisors to provide clarity and feedback on priorities and the ongoing development of skills to maximize contributions to the business.

This format includes: Accountabilities and Objectives
 Skills Strengths and Developmental areas
 Assessment of Performance
 Employee Comments

Beginning of the year: Establish accountabilities and/or objectives

Throughout the year: Discuss progress towards accountabilities and objectives
 Implement plans for skill development

End of the year: Individual provides his/her supervisor with a summary of achievements
 Supervisor comments on results of accountabilities and objectives
 Supervisor assesses skill strengths and developmental areas
 Supervisor assigns overall rating

Name of Individual: Angus Jennings
Performance Year: FY '19
Job Title of Individual: Town Manager
Supervisor: Board of Selectmen

Accountabilities and Objectives

This section is used to establish priorities and later identify the results vs objectives.

Goal:

Employee Summary of Accomplishments:

Manager's Comments:

Manager's Year end rating:

Goal:

Employee Summary of Accomplishments:

Manager's Comments:

Manager's Year end rating:

Goal:

Employee Summary of Accomplishments:

Manager's Comments:

Manager's Year end rating:

Skills Strengths and Development Areas

This section is used to identify and evaluate individual skills that are important at The Town of West Newbury and for a particular position, including: technical skills and specific knowledge needed for this specific position and other factors relevant for effectiveness in the position. Identify a few strengths and developmental areas that should be discussed.

Strengths:

Developmental Areas:

Overall Assessment of Performance:

Manager's Comments:

Below Expectations

Meets Expectations

Exceeds Expectations

Employee's Comments:

Individual Signature: _____ Date _____

Manager: _____ Date _____

Both the individual and the manager should sign above and forward the original copy to the Board of Selectmen, with copies distributed to both the employee and Department Head.



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

townmanager@wnewbury.org

TO: Board of Selectmen

FROM: Angus Jennings, Town Manager

DATE: January 4, 2019

RE: 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

My employment contract provides that the Board of Selectmen “shall review and evaluate the performance of the Town Manager at least once annually in advance of the adoption of the annual operating budget.” I met with Chairman Kemper earlier this week regarding when and how this would take place, and he agreed it made sense for the Board to begin its discussion of how it intends to proceed, and on what timeframe, to assist all parties in planning.

Index to Town Meeting materials for April 29, 2019 Board of Selectmen meeting packet

Hyperlinks within Meeting Packet:

[Special Town Meeting Lineup](#)

[Special Town Meeting Motions](#)

[Annual Town Meeting Lineup](#)

[Annual Town Meeting Motions](#)

[Town Meeting Layout \(High School\)](#)

External hyperlinks:

[Finance Committee Report](#)

<https://pentucketproject.com/>

Special Town Meeting
April 29, 2019
Motion Lineup

Article 2	Bob Janes, Historical Commission
Article 3	Glenn Kemper, BOS
Article 4	Open Space Committee
Article 5	Open Space Committee
Article 6	Joseph Anderson, BOS
Article 7	David Archibald, BOS
Article 8	Glenn Kemper, BOS
Article 9	Joseph Anderson, BOS

SPECIAL TOWN MEETING MOTIONS

APRIL 29, 2019

ARTICLE 2 SPECIAL TOWN MEETING APRIL 29, 2019

MOTION: I move to transfer from Community Preservation Act funds the sum of \$25,000 from CPA Historic Resources Reserve to conduct an Inventory of Historical Properties in the Town of West Newbury, in conformity with the Application of the Historical Commission filed with and approved by the Community Preservation Committee, and subject to the condition that the total amount of the appropriation authorized by this vote shall be reduced by any grant funds received for this purpose. Any remaining funds will be closed out to the Community Preservation Act Funds Historic Resources Fund Balance at the close of Fiscal Year 2021.

ARTICLE 3 SPECIAL TOWN MEETING APRIL 29, 2019

MOTION: I move to transfer from Community Preservation Act funds the sum of \$17,000 from CPA Historic Resources Reserve for the purchase and installation of an Americans with Disabilities Act (ADA) compliant access ramp to the outdoor patio at the G.A.R. Library, in conformity with the Application of the DPW Director of the Town of West Newbury filed with and approved by the Community Preservation Committee. Any remaining funds will be closed out to the Community Preservation Act Funds Historic Resources Fund Balance at the close of Fiscal Year 2021.

ARTICLE 4 SPECIAL TOWN MEETING APRIL 29, 2019

MOTION: I move to transfer from Community Preservation Act funds, the sum of \$200,000 from the Open Space and Recreation Reserve Account for the purchase of an agricultural preservation restriction and/or conservation restriction on a parcel of land known as “Brown Spring Farm,” which is comprised of 10 acres, more or less, located at 866 Main Street, West Newbury, Assessors’ Map R28, Lot 150 and shown as “Lot A” on the plan of land entitled “Plan of Land in West Newbury, Mass. owned by Margaret M. Cooney” dated August 12, 1971 and recorded at Plan Book 120 Plan 34 at the Southern Essex Registry of Deeds. Said agricultural preservation restriction and/or conservation restriction is to be conveyed to the Town of West Newbury and to Essex County Greenbelt Association, Inc.; said purchase to be subject to approval of the agricultural preservation restriction and/or conservation restriction by all involved parties, and that the Board of Selectmen be authorized to execute, acknowledge and deliver all grants, agreements and such other instruments, including but not limited to the agricultural preservation restriction and/or conservation restriction, in accordance with Massachusetts General Laws Chapter 184 or any other applicable statute or regulation, as may be necessary on behalf of the Town of West Newbury to effectuate the purchase of said agricultural preservation restriction and/or conservation restriction.

ARTICLE 5 SPECIAL TOWN MEETING APRIL 29, 2019

MOTION: I move to transfer from Community Preservation Act funds the sum of \$75,000 from the Open Space and Recreation Reserve Account for the purchase of a conservation restriction on two parcels of land located off River Road shown on Assessors' Map R-24 as Parcels 5 and 7, containing approximately 25.3 acres and 6.64 acres of land respectively, which lots are also described in the deed recorded with the Essex South District Registry of Deeds in Book 6668, Page 158; and that the Board of Selectmen be authorized to enter into all agreements and execute all instruments, including but not limited to the conservation restriction, in accordance with Massachusetts General Laws Chapter 184 or any other applicable statute or regulation, as may be necessary on behalf of the Town of West Newbury to effect the purchase of said conservation restriction

ARTICLE 6 SPECIAL TOWN MEETING APRIL 29, 2019

MOTION: I move that the Town transfer from free cash the sum of \$26,000 to the Police Department Salary & Wages (SRO) (Student Resource Officer) line item in the Fiscal Year 2019 omnibus budget.

ARTICLE 7 SPECIAL TOWN MEETING APRIL 29, 2019

MOTION: I move to transfer from free cash the sum of \$5,500 to purchase a new optical scan ballot tabulator and supplies for town and state elections. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2020.

ARTICLE 8 SPECIAL TOWN MEETING APRIL 29, 2019

MOTION: I move to transfer from free cash the sum of \$52,000 to fund the Snow and Ice deficit. Any remaining funds will be closed out to the undesignated fund balance on or before September 1, 2019.

ARTICLE 9 SPECIAL TOWN MEETING APRIL 29, 2019

MOTION: I move to transfer from free cash the sum of \$12,000 to fund an Emergency Action Plan (EAP) Study for the Mill Pond Dam, the preparation of which is required by the Massachusetts Department of Conservation and Recreation (DCR). Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2020.

Annual Town Meeting
April 29, 2019
Motion Lineup

Article 4	David Archibald, BOS
Article 6	Bob Janes, Water Commission
Article 7	Bob Janes, Water Commission
Article 8	Bob Janes, Water Commission
Article 9	Dena Trotta, Pentucket School Committee
Article 10	Glenn Kemper, BOS
Article 11	Joe Anderson, BOS
Article 12	Bob Janes, Board of Health
Article 13	David Archibald, BOS
Article 14	Bill Bachrach, CPC
Article 15	Glenn Kemper, BOS
Article 16	Joe Anderson, BOS
Article 17	David Archibald, BOS
Article 18	Glenn Kemper, BOS
Article 19	Thomas Atwood, Board of Assessors
Article 20	Joe Anderson, BOS
Article 21	David Archibald, BOS
Article 22	Glenn Kemper, BOS

Article 23	Joe Anderson, BOs
Article 24	Chris Reading, Pentucket School Committee
Article 25	David Archibald, BOS (Mill Pond Committee?)
Article 26	Glenn Kemper, BOS
Article 27	Planning Board- Brian Murphey
Article 28	Planning Board-Ray Cook
Article 29	Joe Anderson, BOS
Article 30	Tom Atwood, citizen

**ANNUAL TOWN MEETING MOTIONS
APRIL 29, 2019**

ARTICLE 4 ANNUAL APRIL 29, 2019

MOTION: I move to adopt the Line Item Budget (as amended).

ARTICLE 6 ANNUAL APRIL 29, 2019

MOTION: I move to appropriate, in anticipation of Water Department revenue, the sum of \$795,099 of which \$197,603 for Salaries and Wages which include \$1,700 for Water Commissioners stipends, \$34,282 for Insurances, \$395,564 for Expenses, \$101,696 for Debt Service, \$15,000 for Extraordinary and Unforeseen and \$50,954 for Indirect Cost.

ARTICLE 7 ANNUAL APRIL 29, 2019

MOTION: I move to amend the motion of the Town taken under Article 8 of the 2017 Annual Town Meeting, which appropriated \$1,700,000 for purchasing, constructing and installing a new water tank to replace the original 1936 Standpipe, including all related equipment and payment of costs and expenses incidental or related thereto, and authorized a borrowing therefor, to provide that such appropriation may also be used for upgrading the existing Wellfield No. 1, including the design and construction of a chemical building.

ARTICLE 8 ANNUAL APRIL 29, 2019

MOTION: I move to raise and appropriate the sum of \$1,100,000.00 for purchasing, constructing and installing a new water tank to replace the original 1936 Standpipe, including all related equipment and payment of costs and expenses incidental or related thereto and the upgrading of the existing Wellfield No. 1, including the design and construction of a chemical building; and that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is authorized to borrow said amount under Chapter 44 of the General Laws or any other enabling authority; and that the Board of Water Commissioners is authorized to take any other action necessary or convenient to carry out this project. Although any bonds or notes issued under this vote will be general obligations of the town, it is the intent of the town that such bonds or notes be paid from Water Enterprise Fund revenues. Any premium received by the town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 9 ANNUAL APRIL 29, 2019

MOTION: I move to vote that the Town approves the appropriation and borrowing authorized by the Pentucket Regional School District of ONE HUNDRED FORTY-SIX MILLION, THREE HUNDRED THIRTY-TWO THOUSAND, THREE HUNDRED TWENTY-EIGHT Dollars (\$146,332,328.00) for the purpose of the construction of a new Middle/High School to be located at 24 Main Street, West Newbury, including the payment of all costs incidental or related thereto (the “Project”), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended at the direction of the School Committee; that the Town acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (1) 57 and 63 hundredths percent (57.63%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that the approval of the District’s borrowing by this

vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 1/2) and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA. Any premium received upon the sale of any bonds or notes approved by the vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by the vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 10 ANNUAL APRIL 29, 2019

MOTION: I move to raise and appropriate the sum of \$321,800 to be placed in the special purpose municipal stabilization fund established pursuant to Massachusetts General Laws c. 40 §5B in order to fund future capital expenditures for school related building projects.

ARTICLE 11 ANNUAL APRIL 29, 2019

MOTION: I move to transfer the sum of \$67,000 from FREE CASH to the pension liability stabilization fund established pursuant to Massachusetts General Laws c.40 §5B in order to fund pension and postemployment benefits.

ARTICLE 12 ANNUAL APRIL 29, 2019

MOTION: I move to transfer the sum of \$22,285.65 from the Septic Loan Revolving Account for the repayment of debt service.

ARTICLE 13 ANNUAL APRIL 29, 2019

MOTION: I move to transfer the sum of up to \$90,000 from the Receipts Reserved for Dunn Debt Account to pay the debt service associated with the Dunn Property Acquisition.

ARTICLE 14 ANNUAL APRIL 29, 2019

MOTION: I move to allocate and/or reserve from the Community Preservation Fund annual revenues, the amounts recommended by the Community Preservation Committee for Community Preservation Projects, Committee Administrative Expenses, and other expenses in Fiscal Year 2020, with each item to be considered a separate appropriation.

Appropriations:

From FY 2020 estimated revenues for Committee
Administrative Expenses: \$20,583

Reserves:

From FY 2020, estimated revenues for Community Housing
Reserve: \$41,166

From FY 2020, estimated revenues for Historic Resources
Reserve: \$41,166

From FY 2020, estimated revenues for Open Space &
Recreation Reserve: \$41,166

From FY 2020, estimated revenues for Budgeted Reserve:
\$267,581

ARTICLE 15 ANNUAL APRIL 29, 2019

MOTION: I move to transfer from the capital stabilization fund the sum of \$76,000 to fund improvements and repairs to the G.A.R. Library, Public Safety Complex and Town Offices. Any remaining funds will be closed out to the capital stabilization fund at the close of Fiscal Year 2021.

ARTICLE 16 ANNUAL APRIL 29, 2019

MOTION: I move to transfer from the capital stabilization fund the sum of \$45,000 to purchase a new 4x4 Utility Body Pick-up Truck. Any remaining funds will be closed out to the capital stabilization fund at the close of Fiscal Year 2020.

ARTICLE 17 ANNUAL APRIL 29, 2019

MOTION: I move to transfer from the capital stabilization fund the sum of \$32,000 to purchase a new 4x4 Pick-up Truck with hard cover and to dispose of the current vehicle at the discretion of the Board of Selectmen. Any remaining funds will be closed out to the capital stabilization fund at the close of Fiscal Year 2020.

ARTICLE 18 ANNUAL APRIL 29, 2019

MOTION: I move to transfer from the capital stabilization fund the sum of \$230,000 to purchase a Fire Department Rescue Vehicle. Any remaining funds will be closed out to the capital stabilization fund at the close of Fiscal Year 2021.

ARTICLE 19 ANNUAL APRIL 29, 2019

MOTION: I move that the Town accept the provisions of Massachusetts General Law Chapter 59, Section 5, Clause 41C in order to increase the senior tax exemption from \$500 to \$1,000.

ARTICLE 20 ANNUAL APRIL 29, 2019

MOTION: I move that the Town amend Section XL of the Town Bylaws, Departmental Revolving Funds, by adding section 5.4 with sub-sections 5.4.1 through 5.4.5 in order to establish a Pipestave/Mill Pond Care and Maintenance Revolving Fund, as set forth in the West Newbury Finance Committee Report dated April 29, 2019 pg. 14.

ARTICLE 21 ANNUAL APRIL 29, 2019

MOTION: I move to see if the town will vote to fix the maximum amount that may be spent during Fiscal Year 2020 from the revolving funds pursuant to Section XL of the Bylaws of the Town of West Newbury:

Section 5.1 Summer Recreation Revolving Fund	\$44,350
Section 5.2 GAR Library Fines and Penalties Revolving Fund	\$10,000
Section 5.3 Police Vehicle Revolving Fund	\$20,000
Section 5.4 Pipestave/Mill Pond Care and Maintenance Revolving Fund	\$ 5,000

ARTICLE 22 ANNUAL APRIL 29, 2019

MOTION: I move that the Town amend Section V of the Town Bylaws, Trench Excavation Bylaw in order to transfer the authority from the Board of Selectmen to the DPW Director as the Permitting Authority as set forth in Appendix A of the West Newbury Finance Committee Report dated April 29, 2019 pg. 22.

ARTICLE 23 ANNUAL APRIL 29, 2019

MOTION: I move that the Town amend Section V of the Town Bylaws, Opening of Streets Bylaw in order to transfer the authority from the Board of Selectmen to the DPW Director to approve street opening permits and amend safety requirements, surety bond, inspections and other related provisions, all as set forth in Appendix A of the West Newbury Finance Committee Report dated April 29, 2019 pp. 23-24.

ARTICLE 24 ANNUAL APRIL 29, 2019

MOTION: I move that the Town amend the Regional Agreement of the Pentucket Regional School District as most recently amended on July 1, 2014, as set forth in Appendix A of the West Newbury Finance Committee Report dated April 29, 2019, pp. 25-27.

ARTICLE 25 ANNUAL APRIL 29, 2019

MOTION: I move that the Town amend the 2001 Mill Pond Management Plan paragraph A.16 “Review and Amendment of Management Plan” by amending paragraph A.16 as set forth in Appendix A of the West Newbury Finance Committee Report, dated April 29, 2019 pg. 28.

ARTICLE 26 ANNUAL APRIL 29, 2019

MOTION: I move that the Town amend Section XIX of the Town Bylaws, XIX. Town Counsel Bylaw as set forth in Appendix A of the West Newbury Finance Committee Report, dated April 29, 2019 pg. 29.

ARTICLE 27 ANNUAL APRIL 29, 2019

MOTION: I move that the Town amend Section 6.B.8 Open Space Preservation Development (OSPD) of the West Newbury Zoning Bylaws by incorporating the modifications and changes as set forth in Appendix A of the West Newbury Finance Committee Report dated April 29, 2019, pp. 30-36.

ARTICLE 28 ANNUAL APRIL 29, 2019

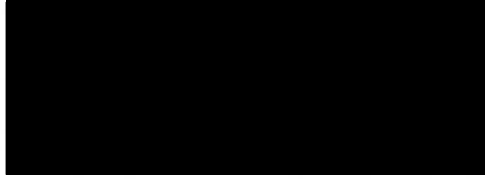
MOTION: I move that the Town amend Section 5.G. Large-Scale Ground-Mounted Solar Photovoltaic Installation (LGSPI) Overlay District of the West Newbury Zoning Bylaws by incorporating the modifications and changes as set forth in Appendix A of the West Newbury Finance Committee Report dated April 29, 2019, pp. 37-44.

ARTICLE 29 ANNUAL APRIL 29, 2019

MOTION: I move that the Town amend Section 7.A.11 Erosion Control Performance Standards of the West Newbury Zoning Bylaws by amending the existing Section 7.A.11 as set forth in Appendix A of the West Newbury Finance Committee Report dated April 29, 2019, pg. 45.

Jay Smith

From:
Sent:
To:
Subject:



Jay,
Here's what we discussed:

If the purpose of the bylaw is to require an erosion and sediment control plan for all disturbance of more than 1 acre, we suggest the second sentence be revised to read: Any land disturbance of more than 1 acre, as determined by the Inspector of Buildings, requires an Erosion and Sediment Control Plan and, if needed, a Stormwater Management Plan.....

As written, it seems that disturbing more than 1 acre for anything other than building something that would require building permit (for example, creating or modifying a pasture) would not require an erosion and sediment control plan.

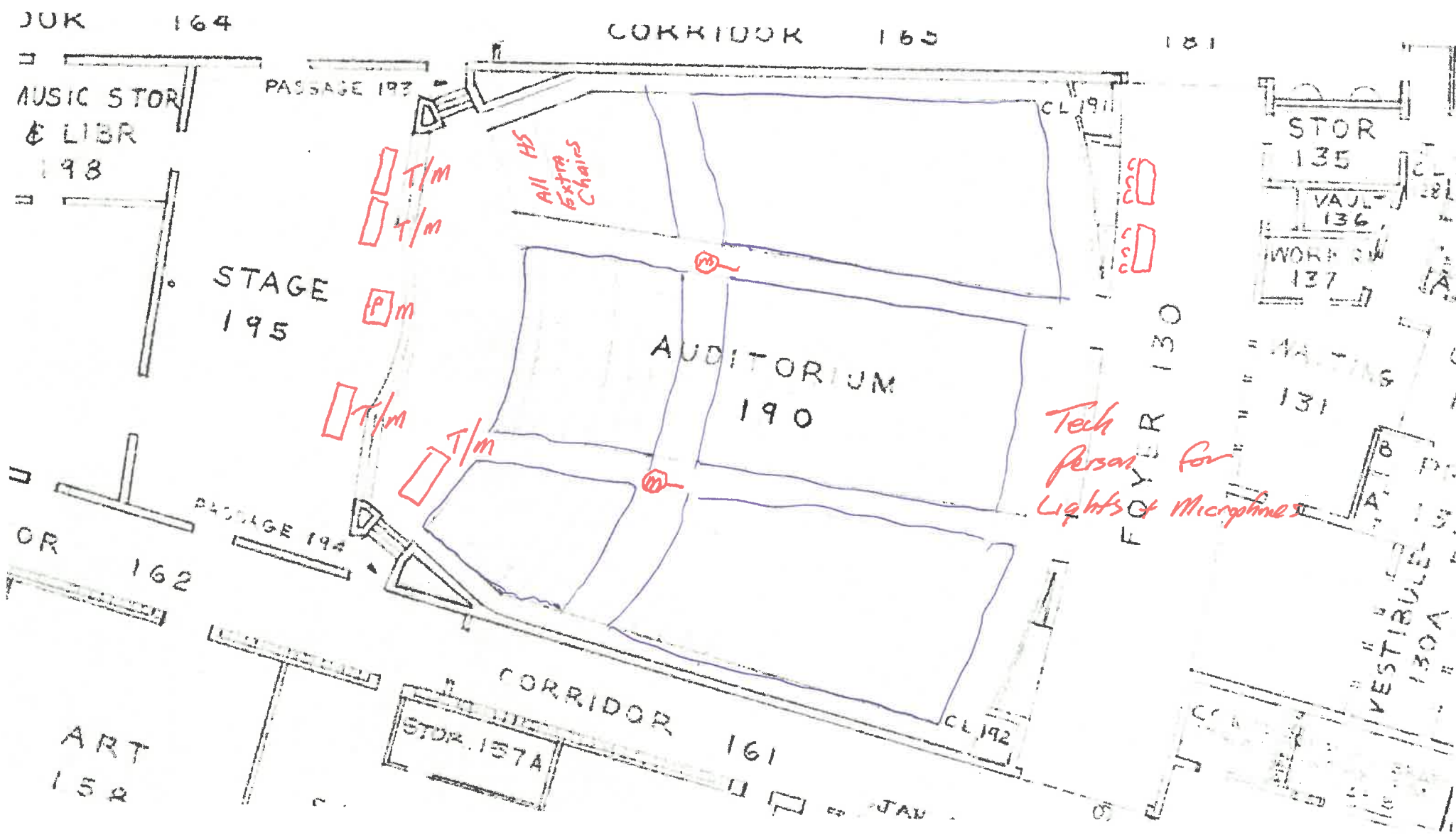
Sad News For Meghan Markle And Prince Harry

track.volutrck.com

<http://thirdpartyoffers.juno.com/TGL3142/5cc0763b2937763a4350st03vuc>



T/m Table with 1 microphone (M) microphone on stand
 P Podium with microphone



All HS
Extra
Chairs

Tech
person for
Lights & Microphones

Town Manager

From: Town Manager
Sent: Friday, April 26, 2019 5:22 PM
To: [REDACTED]
Cc: Michael McCarron
Subject: Great news re Town Mtg

I spoke w Greg Hadden, and they do have the capacity to wire sound from the auditorium into the cafeteria. This has come up before, when they've held graduation indoors due to weather. He'll mobilize their full A/V crew to get things set up on Monday. There may be a cost to this, which we'll find the money for when the time comes.

I'm planning to head over for a walk-through w Chief Dwyer at 3pm Monday so will send you an invite separately. Thanks

Angus Jennings, Town Manager
Town of West Newbury
Town Office Building
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West Newbury, MA 01985
(978) 363-1100 x111
townmanager@wnewbury.org