



**Town of West Newbury
Board of Selectmen
Monday, February 1, 2021 @ 5:00pm**
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2021 JAN 28 PM 4:48

AGENDA

Executive Session: 5:00pm by remote participation

- ❖ MGL Ch. 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 (*litigation*);
- ❖ MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (*Children's Castle lease; Greenbelt proposal to CPC for acquisition of Coffin Street property*);
- ❖ MGL Ch. 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 (*Town Manager contract; FY22 wages*);
- ❖ MGL Ch. 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (*advice from Town Counsel*).

The Board will take a brief recess between the Executive Session and the Open Session beginning at 7 PM.

Open Session: 7:00pm by remote participation (see below)

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- Annual & Special Town Meetings: Saturday, May 22, 2021. **Warrant articles due by/on Fri., Feb. 12**
- Town Election Monday, May 3rd. Nomination papers available through Town Clerk. Due by March 15th
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

Regular Business

- A. Updates regarding coronavirus pandemic / COVID-19, including planning related to vaccine clinics
- B. Extend appointment of Jen Pepper (Cultural Council) until June 30, 2023
- C. Request for approval of support letter for Essex County Trails Assn. MassTrails grant application
- D. Review of draft letter to MassDOT requesting new pedestrian crossing signals on Main Street
- E. FY22 budget calendar
- F. Review/endorse proposal for CPA funds to restore/repaint Old Town Hall
- G. Known/anticipated Town Meeting warrant articles
- H. Review/approve Inclusionary Housing Fund Interim Regulations
- I. Review/approve Financial Policy: Tax Enforcement
- J. Approve form of Request for Qualification (RFQ) for lease of Children's Castle
- K. Verizon Form 500 Annual Report

Town Manager Updates

- L. Middle Street Bridge: permitting and budgeting
- M. Soldiers & Sailors Building: design and permitting
- N. Updates on other active projects
- O. Follow up meeting assignments; and placing items for future agendas

Addendum to Meeting Notice regarding Remote Participation

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 23, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the West Newbury Board of Selectmen will be conducted via remote participation to the greatest extent possible.

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of West Newbury website, at www.wnewbury.org. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

Zoom Meeting

Phone: (646) 558 8656
Meeting ID: 952 6512 9595
Passcode: 352421

Join at <https://zoom.us/j/95265129595?pwd=QzB4YVB0cVFLQnI4aEtsYkNFdXd0dz09>

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the West Newbury website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as practicable after the meeting.



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 28, 2021
RE: Open Session items for meeting on Feb 1, 2021

COVID/Vaccines

- Moving quickly. Guidance shifting and evolving, and a great deal of uncertainty regarding whether/when/how much vaccine will be made available to us (as an approved provider). Increasing role/responsibilities of Finance Dept. due in part to need for regional collaboration, and this office's emergency management responsibilities. Stephanie and I are investing time to think through and work through many different issues, on an incredibly short timeline. Will provide more detail as available/appropriate on Monday. (Some info, such as potential clinic dates, cannot be shared preliminarily as in fact we may not get much advance notice re when and how much vaccine we'll receive, so don't want preliminary dates to be circulated as there is obviously a great deal of public interest/anticipation re vaccine availability).
- Administrative responsibilities re CARES Act and FEMA continue to represent major impact on Finance Dept, and this is expected to increase. Even with the recent extension in reporting deadline from late January to early March, that will be a tough milestone to hit, and we have a huge amount of work ahead of us with both of these programs.

Cultural Council

- Housekeeping item to extend Jen Pepper's appointment to the 3-year term as set out in MGL. At the time of her initial appointment we did not have the statutory term at hand so the appointment was only made through 6/30/21. Recommend extending appointment through 6/30/23.

Ped Crossings, Main Street

- Follow-up on item brought up for discussion at BOS meeting this fall. Seeking BOS review/approval of draft letter to MassDOT prior to sending.

Town Manager

From: Town Manager
Sent: Thursday, January 28, 2021 5:36 PM
To: Amesbury - Cassandra Gove, Mayor; Amesbury - Paul Fahey, Chief of Staff; 'finance@amesburyma.gov'
Cc: Town Accountant
Subject: Working together on vaccination clinics
Importance: High

Mayor Gove and Ms. Wills,

Hope this finds you well, and trust you folks are as busy as can be.

We're working with our Health Department and a core working group of staff toward scheduling vaccination clinics within the region. We understand that there has been a flurry of activity in the past few days and we'd like to set up a time as soon as possible to get your finance team connected with me and our Town Accountant/Business Manager Stephanie Frontiera (copied here) so we can work through the details of clinic administration, costs, reimbursements etc.

Based on our work with CARES Act and FEMA we think it will be advantageous (and probably necessary) to get a written agreement in place prior to incurring costs that relate to regional provision of vaccinations. Understanding that there could be an initial clinic in the relatively near term we'll need to move quickly.

Please let us know who is the right person/people to connect with in Amesbury, and what your/their availability would be for a virtual meeting tomorrow, or if not on Monday. Stephanie and I are both available most anytime by email, I'll be at my desk for a while this evening and much of tomorrow, and can also be reached by cell 978-891-7318.

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

West Newbury Board of Health

January 26, 2021

Vaccine Distribution Update

Dear West Newbury Resident,

The Board of Health is providing this update on the State's vaccination distribution plan. On January 25th, 2021 Governor Baker announced the changes / modifications to the Phase 2 priority grouping. Individuals 75 years or older are now in the first bullet of Phase 2. Individuals 65 years + or with 2+ comorbidities are in the second bullet. **However, only the first bullet in phase 2 is eligible to receive COVID vaccine starting February 1, 2021.**

The State of Massachusetts' supply of COVID-19 vaccine is committed to the 6 mass vaccination sites being organized across the Commonwealth as well as hospitals and pharmacies, with limited amounts being distributed to the local board of health. Local vaccination clinics will distribute vaccine to residents based on the State's priority phased distribution plans.

The best option at this time for residents of West Newbury that meet the priority groups listed in Phase 1 or are 75 years old + would be to register on-line for a vaccine through one of the mass vaccination sites or through a participating local pharmacy. Most vaccination sites require on-line registration with designated time slots. These locations can be found at:

[COVID-19 vaccine locations for individuals in Phase 1 | Mass.gov](#). Nearby location for vaccinations at this time are:

www.walgreens.com/findcare/vaccination/covid-19 Haverhill Walgreens, 68 South Main Street, Haverhill, MA

The State's mass vaccination site located at the Double Tree Hotel, Danvers, MA will be available February 3, 2021. Once the site is live, you should be able to register by logging onto <https://www.maimmunizations.org/>.

We will continue to advise the residents of West Newbury with updated information as we all move through the vaccination distribution phases.

As always, be safe.

Town Manager

From: Paul Sevigny
Sent: Tuesday, January 26, 2021 3:06 PM
To: Town Manager; Town Accountant
Cc: Blake Seale [REDACTED]; Bob Janes [REDACTED]; tfahey63; Jane Krafton
Subject: RE: Vaccine Clinic

Things in the COVID world are continually changing from vaccine phase priorities, vaccine allocations, to clinic venue locations, etc. but there will always be a cost to run a clinic. We are still working out the details for a larger regional site that may be financially handled by another community, but West Newbury will be involved at some point in the vaccination of our residents, with our vaccine, within our community. From today's training on PrepMod I have some additional information on insurance reimbursement process. The Town needs a NPI #, needs to be enrolled in MassHealth as well as Medicare. The reimbursement would go through commonwealth medicine. Commonwealth Medicine can be contacted at Vaccine@umassmed.edu or 1- 800-890-2986 (option 1).

Be safe.

From: Paul Sevigny
Sent: Friday, January 22, 2021 9:29 AM
To: Town Manager <townmanager@wnewbury.org>; Town Accountant <townaccountant@wnewbury.org>
Cc: Blake Seale [REDACTED]; Bob Janes [REDACTED]; [REDACTED]; Jane Krafton <jkrafton@wnewbury.org>
Subject: Vaccine Clinic

Hi Angus,

As a follow up to several of our conversations, I am keeping you informed with our vaccination plans and the need for the finance dept. to be involved. We are working on setting up a clinic for the back half of phase 1 individuals. This clinic probably will be January 31st or February 7th and then 28 days thereafter.

There will be overtime, invoices, supplies etc. that will be submitted for these clinics and every clinic thereafter. We are looking to get 700 doses. As mentioned before, we can bill the insurance company for the administration of the vaccine. I've heard that it is \$45 per both doses, this first round of vaccinations could bring in \$15,750 to the Town of West Newbury (the host / distributor of the vaccinations). I do not know the particular process, but I will leave that for your office to figure out. I have heard something about the Town needing to be a member of MassHealth or something like that.

Any questions, let me know.

Paul Sevigny, Health Agent
Town of West Newbury
381 Main Street
West Newbury, MA 01985
978-363-1100, x119

Town Manager

From: Paul Sevigny
Sent: Wednesday, January 27, 2021 3:55 PM
To: Town Manager
Cc: Town Accountant
Subject: RE: Vaccine Clinic

Anytime works for me. In the meantime, I have some additional information from today's meetings, etc.

We will be continuing in a regional plan with 7 other communities. Amesbury and West Newbury are taking the lead. I have requested 1,000 doses of vaccine for next week but not sure that we will be getting them. If we do receive them they are for our region for another clinic for the remainder of phase 1 individuals. If allotment allows, then they may be opened up for individuals 75 plus, but probably not the case. The seniors unfortunately will need to wait a few more weeks.

Our plan is to hold clinics every weekend at either the Page School or the Amesbury High School. Amesbury will be taking the fiscal responsibility of these regional clinics. They will be in charge of the insurance reimbursement etc. (for these regional clinic, but not for any stand alone vaccinations that we need to do).

You can reach out to Mayor Gove in Amesbury and then follow up with Greg Labreque and fill him in (there will be district expenses for custodians, supplies, etc). Justin is completely on board so we have no issues on that end.

The way I see it working is that any supplies, invoice, salary, overtime or any other expense from this community will be submitted to your office. The Town of WN will pay for those services and then on a TBD frequency submit a reimbursement request to Amesbury for that dollar amount.

We can discuss further tomorrow, but wanted to give you additional information as it is coming.

From: Town Manager <townmanager@wnewbury.org>
Sent: Wednesday, January 27, 2021 3:33 PM
To: Paul Sevigny <psevigny@wnewbury.org>
Cc: Town Accountant <townaccountant@wnewbury.org>
Subject: RE: Vaccine Clinic

Paul – we really need a better understanding of the administrative requirements to do this – the finance dept is snowed under and have no available capacity/time... but also of course understand the importance and urgency of this matter. But we need to know what we're getting into before making a commitment that may be difficult to see through given our current staffing levels and demands. Do you have time to meet tomorrow? Stephanie will be remote so would be a zoom meeting, or you and I could meet and "zoom" her in. Thanks

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

From: Paul Sevigny
Sent: Wednesday, January 27, 2021 3:58 PM
To: Town Manager; Town Accountant
Subject: FW: Phase one vaccine eligibility and reimbursement rates

Importance: High

This email has links to reimbursement rates

From: OConnor, Ron (DPH) [REDACTED]
Sent: Wednesday, January 20, 2021 3:41 PM
To: OConnor, Ron (DPH) [REDACTED]
Subject: Phase one vaccine eligibility and reimbursement rates
Importance: High

This message has been sent to the primary local public health contact in each Massachusetts city or town, public health district, and tribe.

Hi all –

Effective tomorrow, vaccination eligibility is open to include the next two priority groups in Phase 1. [COVID-19 Vaccine Distribution Timeline: Phase Overview | Mass.gov](#)

Home-based health care workers and Health care workers doing non-COVID-facing care (including office staff) will be eligible to get vaccinated at locations that are open to provide these vaccinations. Vaccine locations for those currently eligible can be found at [COVID-19 vaccine locations for individuals currently eligible to be vaccinated | Mass.gov](#)

The reimbursement rate bulletins below were issued today. Please note Managed Care will now be paying for COVID administration instead of MassHealth (which is typically true for vaccine reimbursement). Local Public Health does not need to worry about contracting for any of the managed care plans – Commonwealth Medicine will bill on your behalf. Local health departments that completed a MassHealth enrollment are a step ahead for general population vaccination, and we still encourage you to apply as MassHealth providers.

Rates:

<https://www.mass.gov/doc/all-provider-bulletin-307-updated-payment-rates-and-authorized-providers-for-coronavirus-0/download>

Managed Care:

<https://www.mass.gov/doc/managed-care-entity-bulletin-52-update-to-payment-for-coronavirus-disease-2019-covid-19-vaccine/download>

Thank you for all you have done and continue to do to keep people safe and save lives.

Jana Ferguson
Assistant Commissioner
Massachusetts Department of Public Health
[REDACTED]

Ron O'Connor, MPH
Director, Office of Local and Regional Health
Massachusetts Department of Public Health
ron.oconnor@mass.gov

COVID-19 Information for Local Boards of Health - <https://www.mass.gov/info-details/covid-19-information-for-local-boards-of-health>

24/7 DPH Epi Line for COVID-19 Case Support

COVID-19 web site: www.mass.gov/covid19

DPH Website: www.mass.gov/dph

Twitter: www.Twitter.com/MassDPH

Town Manager

From: McCarthy-Licorish, Lisa N (DPH) [REDACTED]
Sent: Friday, January 29, 2021 11:27 AM
To: McCarthy-Licorish, Lisa N (DPH)
Subject: MDPH Weekly Bulletin 1/28/2021: What Massachusetts COVID-19 Vaccine Providers Need to Know



BULLETIN:

WHAT MASSACHUSETTS COVID-19 VACCINE PROVIDERS NEED TO KNOW

Week of: 1.28.2021

Latest Numbers

- As of 1/27/21, 783,750 doses of COVID-19 vaccine have shipped to Massachusetts, and 523,721 doses have been administered (data may differ from the [Weekly COVID-19 Vaccination Report](#) due to different dates of reporting).

Who to Vaccinate this Week

- COVID-19 vaccine provider sites may request vaccine for and vaccinate any individuals in Phase 1, which includes: COVID and non-COVID facing health care workers, first responders, congregate care settings, and home-based health care workers.
- Beginning 2/1, providers may vaccinate anyone in the first group of Phase 2 (those 75 years of age and older).
- Sites should create and maintain wait lists of individuals they can quickly call if they have extra vaccine that needs to be administered the same day to prevent wastage.
- The Commonwealth has launched an [online attestation form](#). If an individual presents a signed paper or electronic copy of the attestation form that indicates they are in an eligible category to receive the vaccine, then the individual has sufficiently demonstrated their eligibility and you should administer the vaccine. For more information, please review this letter: [Confirming Eligibility Provider Communication](#).
- For more information, visit [When can I get the COVID-19 vaccine? | Mass.gov](#).

What to Know this Week

- **Vaccine request process:** A new document outlines the [COVID-19 vaccine request process](#) for MCVP-enrolled providers. This process will continue until supply is sufficient to allow providers to place their own order through the MIIS.
- **Limited vaccine supply:** COVID-19 vaccine is in extremely limited supply. Providers will receive their second doses. DPH will not be able to fulfill all first dose requests.
- **Vaccine for second doses:** Shipments may include vaccine for both first and second doses. Vaccine will not be labeled as first or second doses, and sites will need to manage their own inventory. **Do not hold vaccine in reserve for second doses; you must use vaccine within 10 days of receipt.** Use the vaccine in your inventory for scheduled first and second dose administration. **Keep vaccinating!**
 - If sites redistributed any vaccine, sites are also responsible for redistributing the necessary ancillary supplies that come with the vaccine.
 - You must use the weekly MCVP survey to request second doses. See [COVID-19 vaccine request process](#) for more information. Requests for second doses will be prioritized over first doses.
- **Administering vaccine within 10 days of receipt:** Only request the number of vaccine doses that you can fully administer within 10 days. All providers must use vaccine shipped to them within 10 days of receipt. Future state allocation decisions will be based upon provider inventory. Unused vaccines will be redistributed to other providers.
- **MIIS reporting:** MCVP-enrolled sites are required to report doses administered to the MIIS within 72 hours of administration. Your doses administered information in the MIIS and your responses to the weekly MCVP survey, together with the number of doses available to Massachusetts, are used to determine your allocations. If you do not report doses administered to the MIIS, it will appear that you have more inventory than you may actually have on hand. **This will reduce your next allocation.**
- **Wastage:** Providers should make every effort to reduce lost or expired COVID-19 vaccine. In the event that vaccine is lost/expired, use the weekly survey to report those doses and then discard lost/expired doses. As of this week, providers must report their wastage in two ways: 1) providers should continue to report the number of doses wasted per week on the weekly survey and 2) providers should report wastage in the Vaccines Module of the MIIS. Review the [Storage/Handling Issue Mini Guide](#) for instructions.
- **Vaccine redistribution:** The MIIS has been enhanced to allow providers to transfer vaccine to other providers who have completed the MCVP agreement. Registered users will have access to the Vaccines Module in MIIS to complete and accept these transfers. Please review:
 - [How to Login and Navigate the MIIS](#)
 - [How to Complete a Transfer Mini Guide](#)
 - [Quick Start – Complete a Transfer](#)
 - For questions on logging in to the MIIS, contact MIISHelpDesk@massmail.state.ma.us. For questions about the transfer process, contact DPH-Vaccine-Management@massmail.state.ma.us.
- **Sixth dose in Pfizer vials:** The FDA has amended the Emergency Use Authorization to reflect the additional dose in Pfizer vials. McKesson increased the individual Pfizer ancillary kit contents from a kit that supported 975 doses to a kit supporting 1,170

doses. Coming soon, Pfizer vaccine will be sent as 195-vials with 1,170 doses, a change from 975 doses.

- Only low dead-volume syringes and/or needles will consistently ensure extraction of six doses from a single vial. If standard syringes and needles are used, there may not be sufficient volume to extract a sixth dose from a single vial.
- **Important:** Regardless of the type of syringe and needle, each dose must contain 0.3 mL of vaccine. If the amount in the vial cannot provide a full sixth dose of 0.3 mL, the vial and content should be discarded. Excess vaccine should never be pooled from multiple vials to make up a full dose.
- **Transporting vaccine for off-site clinics:** mRNA vaccines are very fragile and should only be transported once. Bring only enough vaccine for scheduled appointments for a half-day. If conducting an all-day clinic, bring only enough vaccine for appointments scheduled in the morning. Return to the central vaccine storage site to collect vaccine for appointments scheduled for the afternoon. For more information, see [Vaccine Redistribution](#).
- **COVID-19 Vaccine Management Standard Operating Procedure (SOP) Template:** All staff handling vaccines must read, sign, and adhere to the protocols described in the [SOP template](#) to ensure the vaccine cold chain is maintained for optimum potency.
- **Return thermal shipping containers.** Shipping containers for both Moderna and Pfizer should be returned to McKesson and Pfizer. Pfizer shipping containers contain a digital data logger. These shippers can be kept for up to 30 days and then must be returned along with the temperature monitors. Turn off the temperature monitoring device and return the shipping containers using the return label included with the box. Moderna shippers should also be returned using the return label located on the inside of the box.
- **Updated CDC forms:** The Moderna and Pfizer standing orders template and Pre-vaccination Checklist for COVID-19 Vaccines (screening form) are expected to be updated the week of 1/25. Please check the [CDC website](#) to ensure you are using the most up-to-date documents.
- **Updated CDC Interim Clinical Considerations:** The [CDC Interim Clinical Considerations for Use of mRNA COVID-19 Vaccines](#) were updated 1/21/21 to reflect the following:
 - Updated recommendations on intervals between the first and second dose
 - Updated recommendations on interchangeability of vaccine products
 - Updated language on vaccination of persons with a history of SARS-CoV-2 infection
 - New vaccination recommendations in persons with a history of dermal fillers
 - Additional resources on vaccine excipients (Appendix B)

Where to go when you have questions about COVID-19 vaccination

I need help with...

Pfizer vaccine shipment has a problem; or temperature excursion

Pfizer Customer Service

800-666-7248, Email: cvgovernment@pfizer.com

Pfizer ancillary kit has a problem

McKesson Customer Service
833-272-6634, Email: SNSSupport@McKesson.com

**Moderna vaccine shipment has a problem
or 23 temperature excursion**

Vaccine Viability – Temperature Excursions during shipment for McKesson Specialty
Distributed COVID Vaccine

1. Supports calls/emails from provider/admin sites and awardee or federal/pharmacy ordering points of contact.
2. Questions/concerns about vaccine viability issues during shipment must be reported on the same day as delivery.

Phone: 833-272-6635 Monday – Friday, 8 a.m. - 8 p.m. ET

Email: COVIDVaccineSupport@McKesson.com (only send email after hours)

Moderna ancillary kit has a problem

Need to verify - McKesson Customer Service
833-272-6634, Email: SNSSupport@McKesson.com

For clinical questions regarding COVID-19 vaccine: <https://www.cdc.gov/cdc-info>

Call 1-800-232-4636

Email using the CDC-Info web form <https://wwwn.cdc.gov/dcs/ContactUs/Form>

Vaccine Unit (dph-vaccine-management@massmail.state.ma.us)

- Enrollment into MCVP
- Vaccine storage and handling
- Vaccine shipments, inventory
- Number of doses allocated
- Vaccine transfer
- Vaccine wastage/expiration

MIIS (miishelpdesk@mass.gov)

- MIIS registration/onboarding
- How to log in to the MIIS
- How to report vaccines to the MIIS
- Running reports in the MIIS
- Adding users/sites to the MIIS
- Assistance with MIIS functionality

COVID-19 email box (COVID-19-Vaccine-Plan-MA@mass.gov)

- Who can vaccinate
- Who can get vaccine
- Vaccine prioritization
- Where and how to get vaccinated

Resources & Learning Opportunities

- **New** MDPH: COVID-19 Vaccine Live Q&A. These live Q&A sessions are meant to supplement the [training modules](#) created by the MDPH Immunization Division.
 - February 1 from 1-2pm: [Registration \(gotowebinar.com\)](#)
 - February 22 from 1-2pm: [Registration \(gotowebinar.com\)](#)
 - March 8 from 1-2pm: [Registration \(gotowebinar.com\)](#)
 - March 22 from 1-2pm: [Registration \(gotowebinar.com\)](#)
- **New** The [COVID-19 Vaccine Provider FAQ](#) was updated January 25, 2021
- **New** Spanish translation of the [PreVaccination Checklist](#) for patients
- **New** [CDC COVID-19 Vaccination Toolkits](#) for Medical Centers, Clinics, Pharmacies, and Clinicians; Healthcare Professionals and Pharmacists; LTCF Administrators and Leadership; Employers of Essential Workers; and Staff of Organizations Serving Communities.
- Vaccine Graphics [Stop COVID-19 – Vaccine graphics | Mass.gov](#)
- Visit [www.mass.gov/CovidVaccineProviders](#) for [vaccine provider FAQ](#); detailed [guidance](#) on vaccine management and administration; and CDC and FDA [resources](#) such as v-safe After Vaccination Health Checker.
- Answers to [commonly asked questions](#) from the general public
- [EUA fact sheets](#) for providers and caregivers, available in multiple languages
- MIIS FAQ for providers:
<https://www.miisresourcecenter.com/pages/ResourceCenterFaq>
- COVID-19 Vaccine Overview: Learn the basics of COVID-19 vaccine Emergency Use Authorization (EUA) and vaccine storage, handling, and administration in CDC's [course](#).
- Visit [CDC Clinician Outreach and Communication Activity](#) for webinar recordings and slide sets on vaccination and other timely clinical topics.
- DPH strongly encourages the primary and back-up vaccine coordinators at each site and providers administering COVID-19 vaccine to complete the trainings in vaccine storage and handling and administration found at [COVID-19 Vaccine Information for Providers | Mass.gov](#)

[MDPH Provider Website](#)

MDPH - Immunization Division
305 South Street
Jamaica Plain, MA 02130

Town Manager

From: Carol Lloyd [REDACTED]
Sent: Monday, January 25, 2021 4:59 PM
To: Town Manager; David Archibald
Cc: 'Deb Hamilton'
Subject: Letter of Support
Attachments: Werst Newbury Letter of Support 2021.docx

Hi Angus and David,

ECTA is applying for a grant from the Mass Trails program for its Trail Maintenance Project. As part of the application, that is due February 1, we need letters of support from landowners that allow us to monitor their trails. Because many of the trails in West Newbury are town owned, we are asking for a letter from the Select Board. A draft of what it could look like is attached.

Deb said you had some questions. I have attached the grant application and the following is a brief description of the project:

“ECTA helps to maintain both public and private trails in Essex, Ipswich, Hamilton, Topsfield, Wenham and West Newbury. Each year it goes out to its trail stewards asking for an assessment of their trails. We prioritize the work and schedule it. Sometimes we need to find new projects in the middle of the year and need to go back out to the Trail Stewards. In order to be more proactive and systematic, ECTA wants to create Trail Maintenance plans for 5 of it's 6 towns. Wenham was completed last year and we are using that as a template. We will walk the trails, locate the problem areas, take pictures and document them, then work with our contractors to put prices to each fix. This will allow us to understand and prioritize all the work. When grants come up we will be able to respond quickly.”

The grant will not support actual maintenance but rather will provide a map of trails with all of the trail issues. We will be able to prioritize the trail work based on the maps then the work can be done by the town or by us, that's for future discussion.

There will also be no funding required from West Newbury.

Is there any chance you could send the letter this week? We have to submit the application on February 1 before EOB.

I am happy to speak more about this to answer any questions you may have.

Thank you for your help!

Carol

Carol Lloyd
ECATA
[REDACTED]

From: Lewis, Amanda (DCR) [REDACTED]
Sent: Monday, November 2, 2020 11:00 AM

January 26, 2021

Amanda Lewis
Department of Conservation and Recreation
136 Damon Road
Northampton, MA 01060

Dear Ms. Lewis,

I am pleased to provide this letter of support for Essex County Trail Association's 2021 MassTrails Grant proposal for their Trail Maintenance Plan project. ECTA's plan for mapping, identifying, and prioritizing maintenance needs on our trail system will be of great benefit to our trail users.

We have been fortunate to have worked with Essex County Trail Association on trail projects in the past and they have proven their expertise in land and trails' management. We have great confidence in their ability to manage tasks of such a complex nature.

We look forward to continuing our partnership with ECTA and strongly support their consideration for this grant opportunity from the Department of Conservation and Recreation. If you have any questions, please do not hesitate to contact me.

Sincerely,



2021 Grant Round now OPEN



MASSTRAILS GRANTS

Apply to receive grant funds for design, project development, engineering, permitting, construction, and maintenance of recreational trails, shared-use pathways, and the amenities that support trails!

DEADLINE: MONDAY, FEBRUARY 1, 2021

ONLINE SUBMISSIONS ONLY

MassTrails Grants Program information, grant funding guidelines, application materials, and the online portal for grant proposal submission can be found here:

www.mass.gov/guides/masstrails-grants

QUESTIONS? Contact Amanda Lewis, MassTrails Program Manager by email at amanda.lewis@mass.gov or by phone at 617-645-8314

Town Manager

From: Carol Lloyd [REDACTED]
Sent: Tuesday, January 26, 2021 6:09 PM
To: Town Manager; 'Deb Hamilton'
Cc: David Archibald
Subject: RE: Letter of Support

Thank you Angus! I will speak with the office in the morning to see what the best way is to do this. I will let you know as soon as I hear. I really appreciate your help!

Carol

From: Town Manager <townmanager@wnewbury.org>
Sent: Tuesday, January 26, 2021 5:23 PM
To: Carol Lloyd [REDACTED]; 'Deb Hamilton' [REDACTED]
Cc: David Archibald <darchibald@wnewbury.org>
Subject: RE: Letter of Support

Hi Carol, Deb,

I spoke with the MassTrails grant manager Amanda Lewis earlier today. She was very friendly, and said that the deadline for online grant submittal is Monday at 11:59pm. So if the BOS vote to approve a support letter at their mtg on Monday evening, the letter could be signed and inserted into the overall PDF grant application, and timely uploaded through the online grant portal.

Please confirm that this approach makes sense to you. My office is happy to assist if needed, since we'll be here after the BOS meeting Monday night anyway, so could even submit the grant on your behalf if that helps ensure the deadline is met. Or, if you prefer, we could just email you the signed letter that evening once the BOS vote.

On a related question, is the "support" included in the draft letter you sent sufficient, or should the letter also include the BOS authorization for any work on land under their control?

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

From: Carol Lloyd [REDACTED]
Sent: Monday, January 25, 2021 6:17 PM
To: David Archibald <darchibald@wnewbury.org>
Cc: Town Manager <townmanager@wnewbury.org>; 'Deb Hamilton' [REDACTED]
Subject: RE: Letter of Support

Thank you Archie! Some answers to your questions:

- ECTA volunteers will do the data gathering. They will walk the trails with GPS and locate and record the trail issues. Community Center for GIS will take the data and put it on maps. The maps will be the working documents.
- We have a year to do the work starting from when the grants are announced which is July 1.
- I'm not sure what you mean by assessment of accessibility. We could easily point out the trails that are currently accessible and if there are any trail maintenance issues on those trails.
- The maps we produce will not be published. The trail issues won't change whether or not they are mapped so the liability issues are not increased. Massachusetts has a statute that protects landowners from liability providing that they don't charge for the use of their trails. This applies to all landowners with trails.
- Once the issues are identified as part of a townwide plan, it will be easier to get grants. ECTA will also be able to use the maps to prioritize its trail work to focus on the areas that need it the most.

Thank you so much for your help and please let me know if you have additional questions.

Carol

Carol Lloyd
ECTA
[REDACTED]

From: David Archibald <darchibald@wnewbury.org>
Sent: Monday, January 25, 2021 5:38 PM
To: Carol Lloyd [REDACTED]
Cc: Town Manager <townmanager@wnewbury.org>; Deb Hamilton [REDACTED]
Subject: Re: Letter of Support

Hi Carol: I cannot sign for the Board of Selectmen without a vote of the entire Board in an open posted meeting. A few more details on the application would also be helpful. Who is going to be doing the assessments? When? Would it provide assessment of accessibility? Wavers to hold the landowner harmless if the corrections not made and there was an issue? What are the chances of future funding to do the actual work? I'll see if we can have an emergency zoom meeting this week to address this, but no promises.

Archie

Sent from my iPhone

On Jan 25, 2021, at 4:59 PM, Carol Lloyd [REDACTED] wrote:

Hi Angus and David,

ECTA is applying for a grant from the Mass Trails program for its Trail Maintenance Project. As part of the application, that is due February 1, we need letters of support from landowners that allow us to monitor their trails. Because many of the trails in West Newbury are town owned, we are asking for a letter from the Select Board. A draft of what it could look like is attached.

Deb said you had some questions. I have attached the grant application and the following is a brief description of the project:

“ECTA helps to maintain both public and private trails in Essex, Ipswich, Hamilton, Topsfield, Wenham and West Newbury. Each year it goes out to its trail stewards asking for an assessment of their trails. We prioritize the work and schedule it. Sometimes we need to find new projects in the

Town Manager

From: Town Manager
Sent: Friday, December 11, 2020 2:28 PM
To: David Archibald; Glenn Kemper; Rick Parker - Selectman (rparker@wnewbury.org)
Cc: Jennifer Walsh (finance.admin@wnewbury.org); dpwdirector@wnewbury.org; Jeff Durand (durand@westnewburysafety.org)
Subject: FW: West Newbury - Pedestrian Crossing Safety Signal
Attachments: 20201207093923032.pdf

Hi – quick update to let you know of the work ongoing toward potentially securing funding for two new ped-activated crosswalk signals on Main Street. I know Glenn has also been involved with this effort to date. We did not include this update on the 12/14 agenda due to the agenda already being long (and because we are very early in this process) but wanted to make you aware that this is underway – thanks

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

From: Mirra, Leonard - Rep. (HOU) [REDACTED]
Sent: Monday, December 7, 2020 9:47 AM
To: DPW Director <dpwdirector@wnewbury.org>
Cc: Glenn Kemper <gkemper@wnewbury.org>; Jeff Durand (durand@westnewburysafety.org) <durand@westnewburysafety.org>; Town Manager <townmanager@wnewbury.org>
Subject: RE: [External]: West Newbury - Pedestrian Crossing Safety Signal

Thanks Wayne, I will get with Bruce on finding a way to get this funding.

Lenny Mirra

From: DPW Director <dpwdirector@wnewbury.org>
Sent: Monday, December 7, 2020 9:35 AM
To: [REDACTED]
Cc: Glenn Kemper <gkemper@wnewbury.org>; Jeff Durand (durand@westnewburysafety.org) <durand@westnewburysafety.org>; Town Manager <townmanager@wnewbury.org>
Subject: West Newbury - Pedestrian Crossing Safety Signal

Lenny,
 First of all, I would like to thank you for attending our meeting a few weeks ago on that cold morning. We really appreciate your support regarding this public safety request.

We agreed at our meeting that if funding becomes available, we would install pedestrian warning flashers at two crosswalks on Main Street in town. One set of flashers at the Page School crossing at the entrance to Pipe Stave and the other set of flashers at the high school.

I did get an estimate from the vendor MassDOT is contracted with and the cost was \$36,298.00. This estimate is also attached for your review. I would also assume that there will be some engineering / plan preparation, pavement markings and permits fees and estimated these cost at about \$6,000. Which brings the total for these two projects at about \$43,000.

We have no funds at this time for these improvements and was hoping that the state may be able to fund the project which would be located on the state highway, with the understanding that the town would maintain.

Thanks again and stay safe,

Wayne

Wayne S. Amaral
Director of Public Works
Tree Warden, MCPPO

Town of West Newbury
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x120
dpwdirector@wnewbury.org



Town of West Newbury
381 Main Street, West Newbury, MA 01985
Tel. 978-363-1100, ext. 115 Fax 978-363-1826
selectmen@wnewbury.org

January 26, 2021

Jonathan L. Gulliver, MassDOT Highway Administrator
10 Park Plaza
Suite 4160
Boston, MA 02116

Dear Mr. Gulliver,

The West Newbury Board of Selectmen has requested that the town contact MassDOT to request crosswalk improvements at two locations in town. We have recently and in the past been approached by parents and educators regarding the safety of these two crosswalk locations. Both crossings are located on Main Street / Route 113 and are located in front of schools.

As you are aware, Route 113 is under the jurisdiction of the state. The town only plows a limited section of sidewalks on Route 113, while all other operations are the sole responsibility of the state.

We have two schools in our town. The Page School located at 694 Main Street / Route 113 which educates preschool to sixth grade and the Pentucket Regional High School located at 22 Main Street / Route 113 which educates ninth to 12th grade. The High School is immediately adjacent to the Middle School (serving 7th and 8th grades), located just over the town line in Groveland, and the two buildings comprise a campus complex. A brand new Pentucket Middle/High School is now under construction at this site, and once complete will replace the two existing schools.

There is a main crosswalk at both the Page School and the Pentucket Regional School Campus with ADA compliant handicap access ramps which were installed a few years ago, and 12-inch wide thermoplastic crosswalks which are maintained on a yearly basis by MassDOT. Both crossing locations are located on our highest vehicle volume and highest vehicle speed roadway in West Newbury. The morning sun glare at the Page School, which is located at the crest of a hill, and the multiple driveway placements at both schools add additional crossing challenges.

It also must be mentioned that the Page School crosswalk connects to the Town-owned Pipestave Recreational Facility, which contains many athletic fields, miles of walking paths and our popular equestrian facilities.

We have had many pedestrians versus vehicle close calls and some actual crashes over the years. Recently, a student was struck this past November at the Pentucket Regional School Campus crosswalk.

In November of last year, the town conducted a site visit at these locations with town officials, a resident, and Lenny Mirra our State Representative. Representative Mirra suggested we contact MassDOT to request the installation of solar powered pedestal mounted Rapid Flasher Beacons (RFB) at both school crossing locations. These crosswalk safety devices have been approved by MassDOT and have been used on MassDOT jurisdictional roadways around the state and from our research have received very positive support from these communities.

We have contacted the MassDOT traffic signal contractor Pine Ridge Technologies (PRT) to gain a better understanding of the operation of these devices and believe they would meet the pedestrian safety crossing concerns of the town. The estimate they submitted was almost \$38,000 including equipment and installation. There may be some minor site work required at an additional cost, however that work would solely be at the discretion of MassDOT per construction standards.

The town has very limited Chapter 90 and town funds and we use 100% of these funds for the paving of our 46 linear miles of town roads. As a result, the Board of Selectmen respectfully request that MassDOT fund and install these pedestrian crossing RFB's at these two school locations in the Town of West Newbury. The town would be willing to accept ownership and future maintenance of this equipment after final state acceptance.

If you have any questions, concerns or would like to meet on-site to review our request, our DPW Director, Wayne Amaral would welcome the opportunity to discuss this pedestrian safety improvement proposal in greater detail with a MassDOT representative.

Wayne can be contacted by phone at 978-992-8915 or e-mail at DPWDirector@WNewbury.org. Thank you for your consideration in this matter.

Sincerely,

Angus Jennings
Town Manager

cc:

Lenny Mirra, State Representative
Bruce Tarr, State Senator
Daniel Fielding, MassDOT Legislative Liaison
John Ramano, MassDOT Municipal Affairs Liaison
Paul Stedman, MassDOT District 4 - Highway Director
West Newbury Board of Selectmen
Wayne Amaral, West Newbury DPW Director
Jeff Durand, West Newbury Police Chief
Pentucket School Committee
Justin Bartholomew, Superintendent, Pentucket Regional School District

Pine Ridge Technologies, Inc.

Quote



Date: 12/2/2020
 Payment Terms: Net 30
 Quote Valid Until: 30 days

Customer:

Town of West Newbury

Quote/Project Description:

2 RRFB installations

Bid Item #	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Route 113 (Main Street) at Highschool / Farm Lane	1	LS	\$ 18,149.00	\$ 18,149.00
2	Route 113 at Pipe Stave Park entrance / opp Page School	1	LS	\$ 18,149.00	\$ 18,149.00
TOTAL					\$ 36,298.00

GENERAL PROJECT SCOPE OF WORK:

• FURNISH AND INSTALL RRFB SYSTEM AT EXISTING CROSSWALK (2 PEDESTALS PER CROSSWALK, COMPLETE WITH FOUNDATIONS)

SPECIAL NOTES/EXCLUSIONS:

1	Quote does not include: permit/utility fees, final grades/layouts/stations/elevations, pavement markings, performance/payment bond, or police details.
2	Quote based on normal daytime working hours, 7am-3:30pm, Monday-Friday.
3	Assumes insurance requirements for normal MassDOT projects. Any additional limits/types of insurance will be quoted as requested (i.e. railroad protective)

Please confirm your acceptance of this quote by signing this document

PRT signature: *Andrew J. Rist*

Signature

Print Name/Title

Date

FY22 Budget Schedule – DRAFT

December 14	Board of Selectmen adopt FY22 Budget Policy Direction
January 18	Town Manager proposed FY22 Capital Improvements Program due to Capital Improvements Committee
February 11	Expense Budgets for all Dept. Heads due to Town Manager and Town Accountant
February 12	Expense Budgets for all Town Officers and Boards/Commissions/Committees due to Town Manager and Town Accountant
February 12, noon	Town Mtg. Warrants close. <u>Article requests due to Town Manager.</u>
February 22, 7 PM	Board of Selectmen meeting to review proposed warrant articles and invite article sponsors to present at future Board meeting, if needed
February 26	Town Manager proposed FY22 budget, with Town Manager budget message and proposed FY22 departmental and organizational structure, due to Finance Committee and Board of Selectmen
March 1, 7 PM	Town Manager presentation of proposed FY21 Budget
March 16	Pentucket Regional School District Assessment expected to be voted
March-April (Dates TBD)	Finance Committee meetings to review Town Manager proposed budget. Departments and B/C/Cs will be notified regarding timing of meetings related to your section(s) of the budget.
April 16	Capital Improvements Committee report due to Board of Selectmen
April 26	Board of Selectmen Endorsement of Proposed FY22 Budget
April 26 (ant.)	Vote Draft Motions
(no later than) May 7	Posting of Warrants and publication of FinCom Booklet
May 10	Joint meeting of Selectmen, Town Manager, Finance Committee, Town Counsel/Town Clerk, and Moderator
Saturday, May 22	Annual and Special Town Meetings
Late May/early June	Approve Employee Wage Schedule (based on approved budget numbers)



Town of West Newbury
381 Main Street
West Newbury, Massachusetts 01985

Board of Selectmen
978-363-1100, Ext. 113 Fax 978-363-1826
selectmen@wnewbury.org

January 24, 2021

Walter Burmeister
[REDACTED]

West Newbury, MA 01985

Dear Mr. Burmeister:

Thank you for your correspondence of January 5, 2021. It is most welcome and gratifying to find citizens interested and concerned about the management of the Town. All input is valued. I would like to address at least a few of your concerns. I will try to do them in the order of your letter.

First off, we do not establish our budget by seeing how much we can collect from the citizens. In fact, this coming fiscal year, I researched several measures of economic output (GDP, expected COLA, etc.) and came up with an overall recommended increase of 1.5% that is in line with expected inflation. The Town is not an island. Costs of paper, vehicle repairs, or health insurance increase for the Town just as they do with a consumer. Town staff are entitled to raises. Wages have to keep up to avoid loss of excellent workers. As you are aware, cities and towns in Massachusetts are allowed to increase taxation up to 2.5% per year without an override and most do. West Newbury usually does not raise taxes this much.

Comparing West Newbury to the other Pentucket towns is also not completely fair. The Commonwealth of Massachusetts provides state direct aid to the Town and also assigns a minimum school assessment. The aid and the assessment are based on complicated demographic factors such as median household income, real estate evaluations, etc. As West Newbury is deemed the wealthiest of the 3 communities by these measures, we receive the least state aid per capita and therefore, have higher costs per capita. As compared to tax rates in other municipalities in Essex County, we are a middle of the road town.

We continually work to attempt consolidate functions. Almost every few months, the Selectmen discuss ways to do so and attempt overtures to other towns. We have recently successfully done so with Animal Control working with Newburyport and Harbormaster duties working with Salisbury.

As far as the Public Safety budget goes, personally I have been trying to lower the overtime budgets of the Police and Dispatch Departments since I was first on the Finance Committee in 2000 and now on the Board of Selectmen. At the last Annual Town Meeting, I recommended reducing the police overtime line item substantially. It was turned down by the voters resoundingly. Additionally, I sponsored a warrant article to use a greater portion of our School Stabilization account to lower our tax rate for FY 2021. This was money saved for this purpose and already collected from the taxpayers. This measure

was defeated even more resoundingly. The voters did not give themselves a tax cut even when given the opportunity.

Finally, I would make the comment that we are not the Board of Supervisors. We are the Board of Selectmen. We do not supervise anything. The voters are the legislative body of the Town's government. They approve the budget. We are the executive branch of government and carry out the wishes of the voters. Keep holding our feet to the fire.

Sincerely,

AMS
David Archibald

David Archibald, Chairman Board of Selectmen

cc: Town Manager



Town of West Newbury
381 Main Street
West Newbury, Massachusetts 01985

F



**Community Preservation Committee
Application for the Exterior Restoration of the
West Newbury Town Hall
491 Main Street**

c:\users\finasst\appdata\local\microsoft\windows\temporary internet files\content.outlook\nad8j14o\cpc
application report jan 2021.docx

I respectfully submit this document to the Community Preservation Committee (CPC) for your review of a proposal to fund exterior restoration improvements to our Town Hall located at #491 Main Street. This restoration project includes the replacement and/or repairs to rotting wood trim, exterior doors, shutters, faulty gutters and damaged down spouts. To bring back the original appearance of the structure, the fire alarm call box will be relocated and any unused electrical wires or boxes will be removed from the exterior of the structure. Finally, the whole exterior will be painted in a color that represents its original appearance.

Town Hall is a historic gem in the Town of West Newbury that must be restored to its original character. It was built in 1842 and will celebrate its 178-year-old birthday this year.

It is known to most residents in town, any many others, that author Virginia Lee Burton – while attending Town Meeting – was inspired to write a children’s book based on our Town Hall titled Mike Mulligan and his Steam Shovel.

Many important decisions have been discussed, debated, and voted in our Town Hall. Many other events occurred here over the years, including: dances, basketball games, weddings, civic gatherings, and known to all around town, our own G.A.R. Memorial Library Annual Book Fair, to mention a few.

To keep these memories alive and to create new memories, I hope you will find the value of funding this proposed restoration project.

Purpose:

Over the past few years, our Town Hall has experienced an exterior paint failure on the main building. The siding was replaced over 10 years ago and immediately painted after the installation. The paint product used on this project did not adhere to the siding as designed, and as a result major peeling is occurring. We have also observed that the original and replacement gutters are failing and not operating as designed. Lastly, the woodworking is showing signs of rot and if not replaced soon, can be expected to cause interior damage to the structure.



I see this project meeting the preservation, rehabilitation, and restoration of historic resources criteria. With all the original trim still in place, it is important to replace trim where needed and restore any areas that can be saved.

I have included with this document a support letter from the West Newbury Historic District Commission (attachment A). The Historical Commission and the Board of Selectmen have previously endorsed this project.

Building Description:

As previously mentioned, our Town Hall will be celebrating its 178-year birthday in 2021. The building is a wood structure and has almost 13,000 square feet of usable space located on 0.6 acres of land at #491 Main Street. The structure is two-stories with all of the activities occurring on the first floor with storage / attic on the second floor. There is also a full basement spanning almost half the structure.

The rear of the structure is rented by a private business operating a daycare. The building is also used to store an overstock of library materials as well as other materials belonging to the West Newbury Garden Club.

Scope of Work:

The work will consist of the following;

Town staff and general contractor work

- T1. Replace any rotting and damaged trim work.
- T2. Replace any failing or damaged gutters. Redesign drainage to flow toward Main Street.
- T3. Repair any damaged shutters or exterior doors.
- T4. Relocate Fire Alarm call box from front of building to side of building on driveway side.
- T5. Remove any unused cable wires, phone wires, and utility boxes from exterior of building.
- T6. Remove non-ADA compliant handicap ramp from side of building prior to painting and reinstall previously purchased ramp at same location.

Paint contractor work

- C1. Power washing the whole structure from the roof line to the ground.
- C2. Cover and mask when needed.
- C3. Delicately scrape and remove any loose paint from trim and windows
- C4. Strip all paint from the siding on the driveway side of the structure and upper rear section above the daycare roof line.
- C5. Scrape all loose paint then sand to feather edges on all other remaining sides.
- C6. Caulk all gaps and cracks where water penetration could occur.
- C7. Remove any loose window glazing and replace with new as needed.
- C8. Apply one coat of Mad Dog elastomeric primer to all siding, trim, shutters, windows, and block walls.
- C9. Apply one coat of Benjamin Moore Regal Select low luster paint to all siding, trim, shutters, windows, and block walls and apply two coats to all three exterior doors.

See attachment D for cost estimate.

The paint contractor shall be licensed and insured for lead paint removal per state and federal guidelines. This project must be bid per M.G.L. c30 §39M and will be a prevailing wage project.

Please note that window replacement and window sashes are not included in this project. We will revisit again for a potential Green Community Grant Project to assist with this funding. We have confirmed that proceeding with the painting now, and window and sash replacement later, will not cause harm to the anticipated new paint cover.



Schedule:

If the project is recommended by the CPC and approved at Spring Town Meeting 2021, the funds would be available after July 1, 2021 or, if on the Special Town Meeting, immediately after the May 22nd Town Meeting date.

This project is a single-phase project with little to no interruptions between task. The project duration is estimated at eight to ten weeks. The work would be performed Monday to Friday between the hours of 7am – 4pm. This project is 100% weather dependent – any wet weather will delay the project.

January 2021 / May 2021

Choose final paint colors and scheme with input from both West Newbury Historical Commission and West Newbury Historic District Commission.

August 2021 / September 2021

Prepare, review and issue bid documents.

September 2021 / October 2021

Finalize contract and issue notice to proceed.

October 2021 or May 2022

Implement project. Town staff to start repair work to woodwork with painting contractor to follow.

Project Oversight:

The project will be administrated and supervised by the DPW Director and the Buildings and Grounds Foreman. There are no outside consulting services required for this project.

**Town Hall Exterior Restoration Project
CPC Application - Cost Estimate**

Appendix D

Item #	Task	Description	Task Performed By	Duration	Estimated Cost
T1	Replace rotting and damaged trim	Replace any rotting and damaged trim work	Town Staff	3-4 days	\$ 6,000.00
T2	Replace failing and damaged gutters	Replace any failing and damaged gutters and redesign to drain toward Main Street	Town Staff	5-6 days	\$ 7,000.00
T3	Repair shutters or exterior doors	Repair shutters and exterior doors	Town Staff	1-2 days	\$ 1,200.00
T4	Relocate Fire Alarm call box	Relocate Fire Alarm box from front to side of building	Town Staff	1-2 days	\$ 4,500.00
T5	Remove unused wire and utility boxes	Remove any unused wires and utility boxes from exterior of structure.	Town Staff	1 day	\$ 500.00
T6	Remove and reinstall handicap ramp	Remove non-complaint handicap ramp prior to painting and install recently purchased ramp after final painting	Town Staff	4-5 days	\$ 2,800.00
C1	Power wash structure	Power wash complete structure from roof line to ground	Contractor	1-2 days	\$ 2,500.00
C2	Cover and mask	Cover and mask parts of structure during painting operation. Ongoing as project progresses.	Contractor	project duration	\$ 1,000.00
C3	Scrape loose paint from trim and windows	Scrape all loose paint from trim	Contractor	2-3 days	\$ 4,000.00
C4	Strip all paint from two sides of structure	Strip latex paint from both failing sides of structure	Contractor	4-5 days	\$ 13,000.00
C5	Scrape loose paint from siding	Scrape all loose paint from siding (latex paint surfaces) and sand and feather edges	Contractor	3-4 days	\$ 8,000.00
C6	Caulk all gaps and cracks	Caulk all gaps and cracks where water penetration can damage structure	Contractor	1-3 days	\$ 2,500.00
C7	Reglaze windows	Remove any loose glazing and replace	Contractor	1-2 days	\$ 1,000.00
C8	Apply primer	Apply one coat of Mad Dog elastomeric primer to all siding, trim, shutters, doors and concrete blocks	Contractor	4-5 days	\$ 18,000.00
C9	Apply paint	Apply one coat of Benjamin Moore Regal Select low luster paint to all siding, trim, shutters and block walls and apply two coats to all three exterior doors.	Contractor	6-7 days	\$ 20,000.00
	Insurance				\$ 1,200.00
	Bid legal notice and contract bid administration	Legal notice in local newspaper and ProjectDog Inc. will host on-line bidding			\$ 2,200.00
	10% contingency				\$ 9,450.00
Total estimated cost					\$ 104,850.00



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 28, 2021
 RE: Known/Anticipated Town Meeting Warrant Articles – PRELIM WORKING DRAFT

Articles Known Will be Proposed (subject to BOS placement on ATM or STM Warrant)

- Capital items (all subject to Capital Improvements Committee review/approval – their next mtg on Feb 3, with review process/recommendations likely to extend to future mtg or mtgs):
 - o Roof recoating, ~\$95k (Capital Stabilization)
 - o Middle Street Bridge, ~\$600k (Capital Stabilization)
 - o Fire Dept Tanker Truck, ~\$500k (Capital Stabilization)
 - o Fire Dept Jaws of Life, \$25-35k (Capital Stabilization)
 - o Page School Fire Alarm Command Center, ~\$33k (Capital Stabilization)
 - o Pipestave Water Tank interior rehab/stabilization, ~\$160k (Source: Water Free Cash)
- Transfer \$600k Free Cash into Capital Stabilization (for Middle Street Bridge)
- Assessors article re 504 utility valuations (originally proposed fall 2020)
- Transfer funds to OPEB stabilization fund
- Transfer funds to Pension Liability stabilization fund
- Transfer funds to School Stabilization fund (may not do; may only draw from School Stab.)
- Transfer funds from School Stabilization fund
- CPA Soldiers & Sailors debt service
- Other CPA items (all subject to CPC review/approval – their next mtg on Feb 18, with review process/recommendations likely to extend to future mtg or mtgs):
 - o Painting/restoration Old Town Hall
 - o “Whetstone Greenway”
 - o Mill Pond All Persons’ Trail
 - o Coffin Street land/CR acquisition
 - o Historical Property Survey, Phase 3
- Stormwater bylaw
- Floodplain bylaw incl. update to reference updated FIRMs (FEMA)
- Dog Waste bylaw (as proposed but withdrawn in spring 2020)
- Supplemental FY21 funding for Essex Ag student transportation costs (\$3,333)
- Water Commissioners’ rules
- Intern (invasive species)
- Revolving Fund authorizations.

Potential Articles

- Adopt MGL to authorize tax payment agreements
- Funding for COVID vaccination clinics
- Potential to create new revolving fund for revenues from EV charging stations?
- Funding for unbudgeted personnel costs?
- Wetlands bylaw (ConCom may propose)
- Free cash transfer to offset FY22 tax rate
- Page School feasibility study
- Harbor Committee re mooring field study

ARTICLE REQUEST FORM - Capital Request

ARTICLE: *Fund the recoating the roofs on four town buildings.*

AMOUNT REQUESTED: \$95,000

CONTACT PERSON: Wayne S. Amaral, DPW Director

PHONE NUMBER: (978) 363-1100 x120

Date: 1/15/2021

Why should the Town make this purchase? What needs will be met? Who will benefit?

Please see the attached Project Summary Sheet for project details.

What factors affect the timing of this purchase?

Please see the attached Project Summary Sheet for project details.

When should this Article be sunsetted - how long will the project take?

Recommended sunset date of June 30, 2023

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

To maintain these roofs on yearly basis will cost about \$2,000 a year.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

The useful life of protective coating is about 10-15 years.

Please attach additional pages or other supporting documentation.

TOWN OF WEST NEWBURY CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST SUMMARY

CIP CODE (DPW-023)



Date: AUGUST 14, 2020 **Dept. Priority (1 of 3, etc.):** 1
Department: DEPARTMENT OF PUBLIC WORKS **Est. Funding Request:** \$95,000
Project Title: RECOATING OF TOWN ROOFS **Est. Useful Life (Years):** 10-15 YEARS
Contact: WAYNE S. AMARAL DPW DIRECTOR
Previously Presented? YES NO **If Yes, when? (FY):**

Project Type: Check All That Apply -

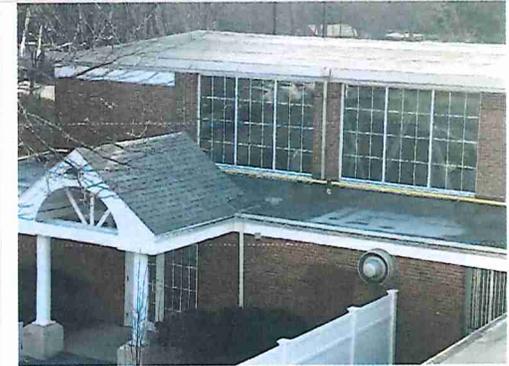
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Photo (click image to insert):

During the summer of 2020, The Department of Public Works commissioned roof evaluations at most of our town facilities. From this report, we were able to prioritize four facilities that require maintenance to halt and prevent leaks and most important extend the longevity of these assets. All four of these roofs are experiencing active leaks that we are attempting to manage with in-house repairs, however, they have not and will not be completely eliminated without a recoating of the entire roof or a full roof replacement.

To recoat these roofs would cost \$95,000. A new replacement roof life expectancy is about 25-35 years – but yet can still require \$10,000 to \$30,000 of routine maintenance over that same duration. Recoating the roofs with a durable liquid which has a 10 to 15-year life expectancy at a cost 80% less than a total roof replacement at all four of these locations is a more financially responsible method to maintain these roofs.



Project Financing:

Total Project Cost: \$95,000 **Stabilization Funding:** \$ 0
Amount & Type of Other Local Funding (ie. CPC, bond, op. budget): \$ 0 **Comments:**
Amount and Type of Non-Local Funding Sources (ie. Grant): \$ 0 **Comments:**

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance: \$ **Comments:**
Estimated Net Effect on Operating Cost, Revenues, Staffing? \$ 0 **Comments:**

Project Planning:

Proposed Start Date of Project: **SUMMER 2021**
How was estimated cost determined? **Actual quote from vendor**
Is Funding Necessary for Further Plans/Estimating?
Can the Project be Phased? If yes, expenditure by year

	FY21	FY22	FY23	FY24	FY25	Total
PROPOSED	\$	\$ 95,000	\$	\$	\$	\$ 95,000
CIC RECC.	\$	\$	\$	\$	\$	\$
APPROVED	\$	\$	\$	\$	\$	\$

ARTICLE REQUEST FORM - Capital Request

ARTICLE: *Fund Town Hall Exterior Painting and General Repairs (Potential CPA Funds to be used)*

AMOUNT REQUESTED: \$105,000

CONTACT PERSON: Wayne S. Amaral, DPW Director

PHONE NUMBER: (978) 363-1100 x120

Date: 1/15/2021

Why should the Town make this purchase? What needs will be met? Who will benefit?

Please see the attached Project Summary Sheet for project details.

What factors affect the timing of this purchase?

Please see the attached Project Summary Sheet for project details.

When should this Article be sunsetted - how long will the project take?

Recommended sunset date of June 30, 2023

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

To maintain this vehicle on yearly basis will cost about \$3,000

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

The work associated with this project has a useful life of about 7-10 years for the painting and 25+ for the general repairs.

Please attach additional pages or other supporting documentation.

TOWN OF WEST NEWBURY CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST SUMMARY

CIP CODE (DPW-029)



Date: DECEMBER 27, 2019 **Dept. Priority (1 of 3, etc.):** 1
Department: DEPARTMENT OF PUBLIC WORKS **Est. Funding Request:** \$105,000
Project Title: TOWN HALL EXTERIOR PAINT AND GENERAL REPAIRS **Est. Useful Life (Years):** 25 YEARS
Contact: WAYNE S. AMARAL DPW DIRECTOR
Previously Presented? YES NO **If Yes, when? (FY):** _____

Project Type: Check All That Apply -

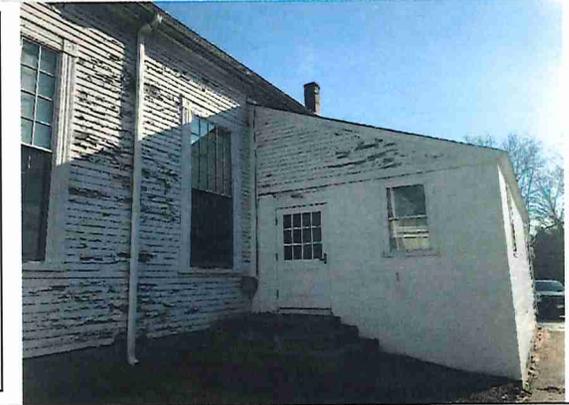
- | | | | | | |
|----------------------------|-------------------------------------|--------------------------------|--------------------------|--------------------------|-------------------------------------|
| Scheduled Replacement | <input checked="" type="checkbox"/> | Expanded Service | <input type="checkbox"/> | Deemed Critical by Dept. | <input checked="" type="checkbox"/> |
| Present Equipment Obsolete | <input type="checkbox"/> | New Operation | <input type="checkbox"/> | Regulatory Requirement | <input type="checkbox"/> |
| Replace Worn-out Equipment | <input type="checkbox"/> | Improved Efficiency/Procedures | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Health and Life Safety | <input type="checkbox"/> | New Revenue | <input type="checkbox"/> | | |

Project Description:

The Town Hall is in dire need of exterior and interior work on the building. The exterior of the structure needs new gutters, repainting of whole structure, repairs and and/or replacement of trim work and adjustments to the windows.

Interior work includes painting walls and trim, electrical updates and wall repairs.

Photo (click image to insert):



Project Financing:

Total Project Cost: \$ _____ **Stabilization Funding:** \$ 0
Amount & Type of Other Local Funding (ie. CPC, bond, op. budget): \$ 105,000 **Comments:** Request to fund this project with CPA Funds
Amount and Type of Non-Local Funding Sources (ie. Grant): \$ 0 **Comments:** _____

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance \$ _____ **Comments:** _____
Estimated Net Effect on Operating Cost, Revenues, Staffing? \$ 0 **Comments:** _____

Project Planning:

Proposed Start Date of Project: FALL OF 2021 OR SPRING OF 2022
How was estimated cost determined? Estimated
Is Funding Necessary for Further Plans/Estimating? _____
Can the Project be Phased? If yes, expenditure by year _____

	FY21	FY22	FY23	FY24	FY25	Total
PROPOSED	\$	\$ 105,000	\$	\$	\$	\$ 105,000
CIC RECC.	\$	\$	\$	\$	\$	\$
APPROVED	\$	\$	\$	\$	\$	\$

ARTICLE REQUEST FORM - Capital Request

ARTICLE: *Fund the Towns portion of the reconstruction of the Middle Street Bridge*

AMOUNT REQUESTED: \$600,000

CONTACT PERSON: Wayne S. Amaral, DPW Director

PHONE NUMBER: (978) 363-1100 x120

Date: 1/15/2021

Why should the Town make this purchase? What needs will be met? Who will benefit?

Please see the attached Project Summary Sheet for project details.

What factors affect the timing of this purchase?

Please see the attached Project Summary Sheet for project details.

When should this Article be sunsetted - how long will the project take?

Recommended sunset date of June 30, 2023

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

Mostly maintenance free for 15-25 years.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

The life useful life of this bridge would range between 50-75 years.

Please attach additional pages or other supporting documentation.

TOWN OF WEST NEWBURY CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST SUMMARY

CIP CODE (DPW-034)



Date: JANUARY 9, 2020 **Dept. Priority (1 of 3, etc.):** 1
Department: DEPARTMENT OF PUBLIC WORKS **Est. Funding Request:** \$600,000
Project Title: MIDDLE STREET BRIDGE REPLACEMENT PROJECT **Est. Useful Life (Years):** 50-75 YEARS
Contact: WAYNE S. AMARAL DPW DIRECTOR
Previously Presented? YES NO **If Yes, when? (FY):** _____

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

The Middle Street Bridge was closed in July 2018 due to structural failure that deemed the bridge unsafe for vehicle traffic. The bridge supports many residents in West Newbury who need an alternative access to Newburyport and points north.

The bridge is currently open to pedestrians and bicyclist. Design plans are underway and will be reviewed by both municipalities in the Winter of 2021.

Photo (click image to insert):



Project Financing:

Total Project Cost:	<u>\$2,118,000</u>	Stabilization Funding:	<u>\$600,000</u>
Amount & Type of Other Local Funding (ie. CPC, bond, op. budget):	<u>\$ 1,000,000</u>	Comments:	<u>MassWorks Grant</u>
Amount and Type of Non-Local Funding Sources (ie. Grant):	<u>\$ 600,000</u>	Comments:	<u>City of Newburyport</u>

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	<u>\$ 0</u>	Comments:	_____
Estimated Net Effect on Operating Cost, Revenues, Staffing?	<u>\$ 0</u>	Comments:	_____

Project Planning:

Proposed Start Date of Project: SUMMER 2022

How was estimated cost determined? Estimated

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

	FY21	FY22	FY23	FY24	FY25	Total
PROPOSED	\$	\$ 600,000	\$	\$	\$	\$ 600,000
CIC RECC.	\$	\$	\$	\$	\$	\$
APPROVED	\$	\$	\$	\$	\$	\$

ARTICLE REQUEST FORM - Capital Request

ARTICLE: *Fund the replacement Fire Department Tanker Truck*

AMOUNT REQUESTED: \$500,000

CONTACT PERSON: Michael Dwyer, Fire Chief

PHONE NUMBER: (978) 363-1100

Date: 1/15/2021

Why should the Town make this purchase? What needs will be met? Who will benefit?

Please see the attached Project Summary Sheet for project details.

What factors affect the timing of this purchase?

Please see the attached Project Summary Sheet for project details.

When should this Article be sunsetted - how long will the project take?

Recommended sunset date of June 30, 2023

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

Average yearly maintenance cost is \$2,000

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

The useful life of this equipment is about 20-25 years.

Please attach additional pages or other supporting documentation.

TOWN OF WEST NEWBURY CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST SUMMARY

CIP CODE (FD-003)



Date: DECEMBER 27, 2019
Department: FIRE DEPARTMENT
Project Title: 3,000 GALLON WATER TANKER TRUCK REPLACEMENT (E25)
Contact: Michael Dwyer, FIRE CHIEF
Previously Presented? YES NO **If Yes, when? (FY):**

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$500,000
Est. Useful Life (Years): 20 - 25 YEARS

Project Type: Check All That Apply -

- | | | | | | |
|----------------------------|-------------------------------------|--------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Scheduled Replacement | <input checked="" type="checkbox"/> | Expanded Service | <input type="checkbox"/> | Deemed Critical by Dept. | <input checked="" type="checkbox"/> |
| Present Equipment Obsolete | <input checked="" type="checkbox"/> | New Operation | <input type="checkbox"/> | Regulatory Requirement | <input type="checkbox"/> |
| Replace Worn-out Equipment | <input checked="" type="checkbox"/> | Improved Efficiency/Procedures | <input checked="" type="checkbox"/> | Other | <input type="checkbox"/> |
| Health and Life Safety | <input checked="" type="checkbox"/> | New Revenue | <input type="checkbox"/> | | |

Project Description:

Request to replace a 1989 L8000 Ford custom 3,000 gallon water tanker/pumper with a new 3,000 gallon tanker/pumper. This vehicle will meet NFPA standards and ratings for fire apparatus design and safety. The current vehicle is beyond the NFPA standards for in-service use (25y) and does not meet current safety standards. We have applied several times for grants to replace this vehicle. These FEMA grants are highly competitive national grants that we have been denied as a result of financial need. We are considering applying for this grant in 2020. The project will include costs associated with engineering and construction visits, and training.

Photo (click image to insert):



Project Financing:

Total Project Cost: \$ 500,000 Stabilization Funding: \$ 0
 Amount & Type of Other Local Funding (ie. CPC, bond, op. budget): \$ 0 Comments:
 Amount and Type of Non-Local Funding Sources (ie. Grant): \$ 0 Comments:

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance \$ 2,000 Comments:
 Estimated Net Effect on Operating Cost, Revenues, Staffing? \$ 0 Comments:

Project Planning:

Proposed Start Date of Project: **ORDER IN SUMMER 2021**
 How was estimated cost determined? Estimated
 Is Funding Necessary for Further Plans/Estimating?
 Can the Project be Phased? If yes, expenditure by year

	FY21	FY22	FY23	FY24	FY25	Total
PROPOSED	\$ 500,000	\$	\$	\$	\$	\$ 500,000
CIC RECC.	\$	\$	\$	\$	\$	\$
APPROVED	\$	\$	\$	\$	\$	\$

ARTICLE REQUEST FORM - Capital Request

ARTICLE: *Fund a replacement Jaws of Life emergency extraction equipment.*

AMOUNT REQUESTED: \$35,000

CONTACT PERSON: Michael Dwyer, Fire Chief

PHONE NUMBER: (978) 363-1100

Date: 1/15/2021

Why should the Town make this purchase? What needs will be met? Who will benefit?

Please see the attached Project Summary Sheet for project details.

What factors affect the timing of this purchase?

Please see the attached Project Summary Sheet for project details.

When should this Article be sunsetted - how long will the project take?

Recommended sunset date of June 30, 2023

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

Average yearly maintenance cost is \$750

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

The useful life of this equipment is about 10 years.

Please attach additional pages or other supporting documentation.

TOWN OF WEST NEWBURY CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST SUMMARY

CIP CODE (FD-009)



Date: DECEMBER 27, 2019 **Dept. Priority (1 of 3, etc.):** 1
Department: FIRE DEPARTMENT **Est. Funding Request:** \$35,000
Project Title: REPLACE RESCUE EQUIPMENT – JAWS OF LIFE **Est. Useful Life (Years):** 10 YEARS
Contact: Michael Dwyer, FIRE CHIEF
Previously Presented? YES NO **If Yes, when? (FY):**

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Request to replace the existing “Jaws of Life” rescue equipment purchased in 1997 with new “Jaws of Life” rescue equipment. This equipment is used for technical rescue and extrication primarily due motor vehicle crashes. This newer technology will include battery powered tools, stronger designed to meet the needs of rescuers and newer automotive design, and improved ease of use. This project will include battery powered cutter, spreader, and ram tools; ground airbag set; and vehicle stabilizers.

Photo (click image to insert):



Project Financing:

Total Project Cost: \$ 35,000 **Stabilization Funding:** \$ 0
 Amount & Type of Other Local Funding (ie. CPC, bond, op. budget): \$ 0 **Comments:**
 Amount and Type of Non-Local Funding Sources (ie. Grant): \$ 0 **Comments:**

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance \$ 750 **Comments:**
 Estimated Net Effect on Operating Cost, Revenues, Staffing? \$ 0 **Comments:**

Project Planning:

Proposed Start Date of Project: **ORDER IN SUMMER 2021**
 How was estimated cost determined? Estimated
 Is Funding Necessary for Further Plans/Estimating?
 Can the Project be Phased? If yes, expenditure by year

	FY21	FY22	FY23	FY24	FY25 +	Total
PROPOSED	\$ 35,000	\$	\$	\$	\$	\$ 35,000
CIC RECC.	\$	\$	\$	\$	\$	\$
APPROVED	\$	\$	\$	\$	\$	\$

ARTICLE REQUEST FORM - Capital Request

ARTICLE: *Fund Page School Fire Alarm System Upgrade - Command Center (Phase 2)*

AMOUNT REQUESTED: \$33,000

CONTACT PERSON: Michael Dwyer, Fire Chief

PHONE NUMBER: (978) 363-1100

Date: 1/15/2021

Why should the Town make this purchase? What needs will be met? Who will benefit?

Please see the attached Project Summary Sheet for project details.

What factors affect the timing of this purchase?

Please see the attached Project Summary Sheet for project details.

When should this Article be sunsetted - how long will the project take?

Recommended sunset date of June 30, 2023

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

Average yearly maintenance cost is \$2,000

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

The useful life of this equipment is about 25 years.

Please attach additional pages or other supporting documentation.

TOWN OF WEST NEWBURY CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST SUMMARY

CIP CODE (PGE-001)



Date: DECEMBER 4, 2019 Dept. Priority (1 of 3, etc.): 1
 Department: DEPARTMENT OF PUBLIC WORKS Est. Funding Request: \$337,000
 Project Title: PAGE SCHOOL FIRE ALARM SYSTEM UPGRADE Est. Useful Life (Years): 25 YEARS
 Contact: Wayne S. Amaral, DPW Director
 Previously Presented? Yes No If Yes, when? (FY):

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Photo (click image to insert):

Phase 1
 This project is to replace and improve the fire alarm system to the John C Page Elementary School and Children’s Castle located at 694 Main Street. During the previous two construction phase renovations, improvements were made to the fire alarm system including a new fire alarm control panel. As a result, those new locations were upgraded and now meet NFPA and MA regulations. The remaining areas of the school’s fire alarm system need to be addresses. Much of the existing equipment date back to 1970’s and 1980’s and in many cases is longer serviceable or has failed. This project will include replacing existing hardware, improvements to monitoring and alerting devices, and system wide improvements to networking connectivity.
 Scheduled to start in Fall 2020 and completed by late Winter 2020.

Phase 2 Install F.A Command Center at front door to school. Currently in basement.



Project Financing:

Total Project Cost:	\$337,000	Stabilization Funding:	\$337,000
Amount & Type of Other Local Funding (ie. CPC, bond, op. budget):	\$ 0	Comments:	Funded Phased 1 by ATM of June 2020
Amount and Type of Non-Local Funding Sources (ie. Grant):	\$ 0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ 2,000	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$ 2,000	Comments:	

Project Planning:

Proposed Start Date of Project: AUGUST 2020
 How was estimated cost determined? Sole Source vendor cost estimate from august 2019
 Is Funding Necessary for Further Plans/Estimating? Yes, for 3rd party design review and final approval by DPW and WNFD (included in the above estimated cost)
 Can the Project be Phased? If yes, expenditure by year

	FY21	FY22	FY23	FY24	FY25	Total
PROPOSED	\$ 304,000	\$ 33,000	\$	\$	\$	\$337,000
CIC RECC.	\$	\$	\$	\$	\$	\$
APPROVED	\$	\$	\$	\$	\$	\$

SPECIAL ARTICLE REQUEST FORM

ARTICLE: (To be presented at the Fiscal Year 2022 Annual Town Meeting.)

To see if the town will vote to transfer the sum of \$160,000.00 from the Water Enterprise Fund Free Cash Account to make interior repairs to the Pipestave Water Tank.

AMOUNT REQUESTED: \$160,000.00

CONTACT PERSON: Mike Gootée

PHONE NUMBER: 363-1100 ext. 128

Why should the town make this purchase? What needs will be met? Who will benefit?

The high-performance elastomeric coating system to the eleven cast in place wall slots are failing and need to be replaced because they are leaking. At the same time the interior of the tank will be drained, cleaned and the installation of a mixing unit will be installed for better water quality before putting the tank back in service.

What factors affect the timing of this purchase?

The longer we wait to repair the water tank, the more it will leak and the repairs could get more costly.

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

We spend about \$5,000/year for interior cleaning and sediment removal which is part of our normal operating budget. Other than that cost, the interior maintenance to the water tank is estimated to last approximately 30 years before needing additional preventative maintenance. After this work is completed we will be spending approximately \$50,000 to complete the maintenance on the exterior of the water tank.

When should this Article be sunsetted—how long will the project take?

No sunset clause requested at this time. If it is now a requirement to have a sunset clause then we would request a 3-year sunset clause. There are many factors associated with the timing of performing these repairs. Temperature and water demand will determine when the repairs can be done since we will be purchasing all of our water demand from the City off Newburyport at this time.

What ancillary cost do you anticipate? (Maintenance, Insurance, Training, etc.)

Nothing other than the normal \$5,000.00/year we spend on normal maintenance which comes out of our operating budget.

TOWN OF WEST NEWBURY CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST SUMMARY

CIP CODE (WTR-029)



Date: DECEMBER 27, 2019
 Department: WATER DEPARTMENT
 Project Title: PIPESTAVE WATER TANK INTERIOR MAINTENANCE
 Contact: Mike Gootee, Water Superintendent
 Previously Presented? YES NO If Yes, when? (FY):

Dept. Priority (1 of 3, etc.): 1
 Est. Funding Request: \$160,000
 Est. Useful Life (Years): 25 YEARS

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

The Pipestave water tank requires routine interior maintenance of the infrastructure. Seems in the metal tank requires maintenance which will result in the tank being emptied of water completely. A temporary tank / tanks will be required to store water during this project.

Funding sources can be both Water Enterprise funds and town stabilization funds.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 160,000	Stabilization Funding:	\$ 0
Amount & Type of Other Local Funding (ie. CPC, bond, op. budget):	\$ 160,000	Comments:	Water Enterprise Free Cash
Amount and Type of Non-Local Funding Sources (ie. Grant):	\$ 0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ 0	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$ 0	Comments:	

Project Planning:

Proposed Start Date of Project:	UNKNOWN
How was estimated cost determined?	Estimated
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

	FY21	FY22	FY23	FY24	FY25	Total
PROPOSED	\$ 160,000	\$	\$	\$	\$	\$ 160,000
CIC RECC.	\$	\$	\$	\$	\$	\$
APPROVED	\$	\$	\$	\$	\$	\$

Town Manager

From: Town Manager
Sent: Wednesday, January 27, 2021 1:43 PM
To: Nathan Kelly [REDACTED]
Cc: dpwdirector@wnewbury.org
Subject: Page School study, 2009
Attachments: Page School Feasibility Study - Dore & Whittier - DRAFT Jan 16 2009.pdf

Nathan,

Following on last week's CIC discussion, I met this AM w Brad Dore re Page School. He told me his firm had done a study leading up to the major work in 2009/10 (new gym, etc.) and we were able to find the attached study on file. As you see it's marked Draft, and I've reached out to Brad to see if there was a subsequent/final version. I have not reviewed it in detail, and if a later draft turns up I'll share it. As we review this we can see if our current draft CIP addresses all identified issues or fill in any gaps.

There are a number of other files I've got a staff person reviewing, and will have these scanned over to me on Saturday (the assigned worker's next shift).

I suggest that, rather than proposing a new study this spring, it would make sense for the CIC (or a designee or working group) to really dig into the attached, and the many other related documents on file both here and at Pentucket, and digest all this information so that whatever may be proposed truly builds on prior work that has been done. As I think you know, both Wayne and I inherited departmental files that were absent and/or in disarray, and have had substantial staff turnover in the finance and DPW departments during our relatively short tenures. We've made a ton of progress in getting things in order, but could benefit from time available from volunteers (i.e. CIC designee(s)) to dig through these archived files in detail. I think we (collectively) owe it to the taxpayers to absorb the work of prior years before proposing new funding. At minimum, this work could reduce the scope and cost of a new study, if we (collectively) can synthesize/make sense of prior studies as a starting point for future analysis.

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

ARTICLE REQUEST FORM
ATM 2021
ANNUAL TOWN MEETING

ARTICLE:. In a Special town Meeting on November 4, 2019, Article 10 for preserving, restoring, and making extraordinary repairs to the Carr Post Building was approved.

This article proposes the delay of any substantial expenditure on the Carr Post project until a defined use for this building is identified and approved by the voters of this Town.

AMOUNT REQUESTED	\$Undetermined Savings
CONTACT PERSON	Walter Burmeister
PHONE NUMBER	██████████

Why should the town make this purchase or adopt this article? What needs will be met? Who will benefit?

If this project is allowed to proceed before a defined use is identified and approved, the Town may be stuck with an unproductive property that will require ongoing maintenance. The taxpayers will have lost the use of several million dollars that could have been put to much more productive use.

The advantage of this proposed Article is that all costs will be deferred until a productive use is determined and approved.

What factors affect the timing of this purchase or this request?

Any money spent before a productive use is identified and approved may have been completely wasted and additional funds required for redesign and even rebuilding.

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

None

Please attach any supporting materials.

The Finance Committee rationale for not approving Article 10 is attached.

FinCom Rationale: *The Finance Committee unanimously supports this modest funding request to add a historical marker to commemorate former West Newbury resident Julian D. Steele. Mr. Steele was the first African American Town Moderator in Massachusetts, serving in that role nearly twenty years. Following his passing, the next year at Town Meeting a proclamation was read, stating, “the Town has lost a valuable and faithful public servant who has left an example of a life worthy of the emulation of all.”*

Funding Source: CPA, Historic Preservation Reserve

Sunset Date: N/A

ARTICLE 10. To see if the Town will vote to appropriate \$1,500,000.00, or any lesser amount, to pay costs of preserving, restoring and making extraordinary repairs to the Soldiers and Sailors Memorial Building (Carr Post), including but not limited to, interior and exterior preservation and restoration of the building, installation of a subsurface sewage disposal system, installation of walkways and signage, hazardous materials remediation, replacement of electrical, plumbing, HVAC and fire alarm systems, and for the payment of all other costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, including amounts in the Community Preservation Fund, borrowing or otherwise, or to take any other action relative thereto. *By request of the Board of Selectmen and the Community Preservation Committee*³

FinCom Recommendation:
Selectmen Recommendation:

Disapprove: 1-5-0
Approve: 3-0-0

FinCom Rationale: *Each member of the Finance Committee applauds all of the hard work by the Carr Post Building Committee, Community Preservation Committee, Board of Selectmen, and all others who support this project.*

However, the role of the Finance Committee is to act independently as the fiscal eyes and ears for all West Newbury residents. Its members are charged with balancing benefits from proposed projects against competing priorities and making recommendations based on what members feel is in the best interest of the long-term fiscal health of the Town and its taxpayers. Because committee members had significant concerns about the financial cost and impact of the project, we could not recommend approval of the article at this time.

The total cost of the project, estimated to be \$1,853,626, anticipates funding through a mix of current CPA reserves (roughly 15% of funding) and borrowing against future CPA revenues (roughly 85% of funding). Borrowing over twenty years includes estimated interest charges of \$363,626, increasing the total cost of the project by 23.5%. Funding the project in this manner commits a significant portion of CPA resources for the next twenty years and carries the very real possibility of compromising CPC as a funding source for competing major infrastructure projects that are currently slated to receive funding from CPC (Page School renovations and a major water infrastructure project). If these projects are unable to receive funding from CPA resources they will then need to be funded by additional borrowing, which would become a significant future expense for West Newbury taxpayers.

The Committee is concerned about the lack of a defined use for the building once restoration is completed. Potential uses are severely limited by a lack of available parking, and a bonding requirement that the building maintain spaces that are open to “public access.” Renting the building to a private company “to pay the bills” would not be an option if no public use is found. Operation and maintenance of this new space is estimated to cost the taxpayer an additional \$16,800 annually. This expense will become an ongoing cost to the taxpayer (as it would not be funded by CPA) regardless of whether the building is used. This figure is based on estimates prepared by Town personnel and was included as part of the original CPC proposal.

³ Please find Special Town Meeting Warrant Appendix A, page 9.

From: [Town Manager](#)
To: [Finance Admin](#)
Subject: FW: Regulations for Housing Contribution Payments
Date: Wednesday, January 20, 2021 10:33:57 PM
Attachments: [Rev1-11-20 Clean DRAFT Interim Inclusionary Housing Regulations.docx](#)
[Rev1-11-20 Redline DRAFT Interim Inclusionary Housing Regulations.docx](#)

Please add this email and attachments to OS mtg docs for Feb 1 BOS mtg, thanks

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

From: Leah Zambarnardi <lzambarnardi@wnewbury.org>
Sent: Wednesday, January 20, 2021 10:07 AM
To: Town Manager <townmanager@wnewbury.org>
Cc: Michael McCarron <mmccarron@wnewbury.org>; Town Accountant <townaccountant@wnewbury.org>; Cook, Raymond [REDACTED]
Subject: Regulations for Housing Contribution Payments

Hello Angus:

At the Planning Board meeting of January 19, 2021, Members voted unanimously to approve the document entitled, *"DRAFT Interim Regulations for Housing Contribution Payments and Resale Fees Pursuant to Section 5.F.8 of the West Newbury Zoning Bylaw 'Inclusionary Housing'"*, dated August 20, 2020 with revisions through January 11, 2021 (the "Regulations"). Please see the attachments for redline and clean versions.

As we've discussed, Section 5.F.8 of the Zoning Bylaw lays out the process for final approval as follows: **"Affordable housing production, Housing Contribution Payments and rental and resale restrictions required by this section shall be governed by regulations promulgated by the Planning Board and approved by the Board of Selectmen** for purposes of carrying out this By-law and shall be consistent with the Massachusetts Department of Housing and Community Development's ("DHCD") regulations and guidelines under Chapter 40B of the Massachusetts General Laws."

Accordingly, via this email, the Planning Board submits the Regulations to the Selectmen for review and final action.

Please let me know if you need anything further. Thank you.

Leah J. Zambarnardi, AICP
 Town Planner
 Town of West Newbury Planning Office
 381 Main Street
 West Newbury, MA 01985

**DRAFT Interim Regulations for Housing Contribution Payments and Resale Fees
Pursuant to Section 5.F.8 of the West Newbury Zoning Bylaw ‘Inclusionary Housing’¹**

A. Purpose and Applicability:

The West Newbury Planning Board promulgated these Interim Regulations (the “Regulations”) pursuant to Section 5.F.8 of the West Newbury Zoning Bylaw (the “Bylaw”) to establish interim protocols and procedures for the distribution and use of Housing Contribution Payments and Resale Fees collected. The Regulations were approved by the Board of Selectmen on [DATE] pursuant to the Bylaw.

The Regulations are supplementary to and, where in conflict, subordinate to the West Newbury Zoning Bylaw Section 5.F., as may be amended, and the Massachusetts Department of Housing and Community Development’s (“DHCD”) regulations and guidelines under Chapter 40B of the Massachusetts General Laws, as may be amended.

The Regulations shall cease to have effect after December 31, 2021 unless further action is taken by the Board of Selectmen to extend the term, or until such time that the Town of West Newbury may adopt a Municipal Affordable Housing Trust Fund pursuant to Massachusetts General Law Chapter 44, Section 55.C, whichever occurs first.

B. Funding Sources:

1. Housing Contribution Payments in Lieu of Fractional Affordable Housing Units collected pursuant to Section 5.F.6. of the Bylaw.
2. Fees collected upon Resale of an Affordable Housing Unit pursuant to the LIP Universal Deed Rider attached to the affordable unit being sold.

C. Designated Account (the “Account”): Funds received pursuant to parts B.1. and B.2. shall be deposited into an interest-bearing account established and operated pursuant to parts D. and E.

D. Authorized Expenditures. Funds expended shall not exceed an aggregate amount of \$10,000 per fiscal year, unless approval is granted pursuant to Part E. below, and may be used for the following purposes.

1. Perform Administrative Monitoring Services: In instances where the Town of West Newbury is the designated “Monitoring Agent” for Local Action Units in deed riders or regulatory agreements approved pursuant to the Local Initiative Program (“LIP”), the Town Manager is hereby authorized to expend funds from the Account for administrative monitoring services to ensure regulatory compliance. Subject to applicable procurement requirements, the Town Manager may contract with a qualified entity to perform this work on the Town’s behalf.
 - a. Administrative Monitoring During Initial Unit Sales:
 - i. Review the Affirmative Fair Housing Marketing Plan (AFHMP), Resident Selection Plan, Maximum Initial Sale Price, Regulatory Agreement and Affordable Housing Deed Rider, each as created and provided by the developer, for compliance with applicable LIP regulations and guidelines.
 - ii. Write Local Preference Request for the Town to submit to DHCD, which if approved, would make some affordable housing units available for local preference pursuant to applicable LIP regulations and guidelines.

- iii. Monitor initial sales, each as conducted by the developer, to ensure compliance with the affordability requirements for the specific unit and with applicable LIP regulations and guidelines.
- b. Supplemental Administrative Monitoring Services:
 - i. Manage the Resale Process - calculate maximum resale price, market the unit, qualify eligible buyers, manage process if an eligible buyer is not located.
 - ii. Review Refinance Requests, Capital Improvements, and Incidents of Foreclosure.
 - iii. Provide support for the Town Manager or a designee appointed by the Town Manager to facilitate compliance with the Town's responsibilities to enforce terms of Affordable Housing Restrictions, including in the event of non-compliance.
 - iv. Provide support for the Town Manager or a designee appointed by the Town Manager to facilitate compliance with the Town's responsibilities to perform Annual Reporting and/or monitoring as may be required by applicable Regulatory Agreements.
- 2. Establish a Municipal Affordable Housing Trust: The Town Manager is hereby authorized to expend funds from the Account to facilitate the creation of a proposal to establish a Municipal Affordable Housing Trust pursuant to Mass. Gen. Laws Ch. 44, Sec. 55C, and to provide seed funding for dedicated administrative and/or professional support for the operations of said Trust. Subject to applicable procurement requirements, the Town Manager may contract with a qualified entity to perform this work on the Town's behalf.
- E. Fund Distribution Procedures Beyond Annual Allocation: In the event that the costs to perform work specified in parts D.1. and D.2. above exceed \$10,000 in a given fiscal year, the Town Manager shall apply for approval in writing to the Board of Selectmen indicating the nature and cost of the proposed work. The Board of Selectmen shall consider and act upon the application at a regularly scheduled meeting.

ⁱ Pursuant to Section 5.F.8 of the Zoning Bylaw, on January 19, 2021 the West Newbury Planning Board voted unanimously to approve this document and to submit it to the West Newbury Board of Selectmen for review and final action.

**DRAFT Interim Regulations for Housing Contribution Payments and Resale Fees
Pursuant to Section 5.F.8 of the West Newbury Zoning Bylaw ‘Inclusionary Housing’¹**

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The Regulations are supplementary to and, where in conflict, subordinate to the West Newbury Zoning Bylaw Section 5.F., as may be amended, and the Massachusetts Department of Housing and Community Development’s (“DHCD”) regulations and guidelines under Chapter 40B of the Massachusetts General Laws, as may be amended.

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1. Perform Administrative Monitoring Services: In instances where the Town of West Newbury is the designated “Monitoring Agent” in the LIP Universal Deed Rider and Regulatory Agreement for a homeownership unit for Local Action Units in deed riders or regulatory agreements approved pursuant to the Local Initiative Program (“LIP”), the Town Manager is hereby authorized to expend funds from the Account for administrative monitoring services to ensure regulatory compliance. Subject to applicable procurement requirements, the Town Manager may contract with a qualified entity to perform this work on the Town’s behalf.
 - a. Administrative Monitoring During Initial Unit Sales:
 - i. Review the Affirmative Fair Housing Marketing Plan (AFHMP), Resident Selection Plan, Maximum Initial Sale Price, Regulatory Agreement and Affordable Housing Deed Rider, each as created and provided by the developer, for compliance with applicable LIP regulations and guidelines.
 - ii. Write ~~and Submit~~ Local Preference Request for the Town to submit to DHCD, which if

approved, would make some affordable housing units available for local preference pursuant to applicable LIP regulations and guidelines.

- iii. Confirm that each affordable unit has been sold to an eligible buyer in Monitor initial sales, each as conducted by the developer, to ensure compliance with the affordability requirements for the specific unit and in compliance with Chapter 40B requirements and with applicable LIP regulations and guidelines.

b. Supplemental Administrative Monitoring Services:

- i. Manage the Resale Process - calculate maximum resale price, market the unit, qualify eligible buyers, manage process if an eligible buyer is not located.
- ii. Review Refinance Requests, Capital Improvements, and Incidents of Foreclosure.
- iii. Provide support for the Town Manager or a designee appointed by the Town Manager to facilitate compliance with the Town's responsibilities to enforce terms of Affordable Housing Restrictions, including in the event of non-compliance.
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ⁱ Pursuant to Section 5.F.8 of the Zoning Bylaw, on January 19, 2021 the West Newbury Planning Board voted unanimously to approve this document and to submit it to the West Newbury Board of Selectmen for review and final action.



**TOWN OF WEST NEWBURY
INTEROFFICE MEMORANDUM**

TO: ANGUS JENNINGS, TOWN MANAGER
BOARD OF SELECTMEN

FROM: KAITLIN GILBERT, TREASURER/COLLECTOR

SUBJECT: TAX TITLE

DATE: JANUARY 29, 2021

CC:

Working with Town Manager and reviewing policies we have found that there has been no consistency with how past due Real Estate bills have been processed. Attached for your review please find the Tax Title policy that I would like the Board of Selectmen to adopt.

TAX ENFORCEMENT

PURPOSE

To provide guidance for equitably enforcing tax obligations and set expectations for both the Town and taxpayers, this policy clearly defines when and how the Town will transition unpaid property taxes from tax title through to foreclosure. It is in the best interest of the Town and its residents that property taxes be paid when due. The Town budget is set in anticipation of the collection of taxes, and taxes not paid by some property owners shift the cost burden onto others. The Town recognizes that individuals may go through periods of financial difficulty, but any taxpayer who becomes delinquent will be encouraged to find alternative resources to pay in full as soon as possible.

APPLICABILITY

This policy applies to the job duties of the Treasurer/Collector, including the responsibility for managing services contracted through the Town's tax title attorney. Tax enforcement applies to all Town real estate property owners whose taxes or water charges are not exempt.

POLICY

The Town intends to timely pursue all legal methods to collect taxes from delinquent property owners with the aim of achieving a target {99} percent property tax collection rate by fiscal year-end. A tax delinquency is defined as a bill outstanding at least one year and one day after its final due date, and represents a lien on property that remains in effect until all taxes, interest, and fees have been paid in full. The costs of all collection methods are added to the real estate tax bill and property lien. The Town will also periodically pursue foreclosure actions with the primary objective of receiving all monies due.

A. Demands

Final taxes are typically due to be paid as of May 1 each year (the due date for the fourth quarter tax bill). No later than June 1, the Treasurer/Collector will issue demand notices to all assessed property owners who have failed to pay in full, have not been granted full exemptions, and do not have automatic stays on record due to bankruptcy filings.

B. Tax Taking

The Treasurer/Collector will begin the tax taking process within {60 days} of the demand notice. State law allows the process to begin as soon as 15 days after the demand, but, in every case, the Treasurer/Collector must complete the takings within 3½ years from the end of the fiscal year for which the taxes were assessed to secure, or perfect, the tax liens. The Treasurer/Collector shall carefully document the taking process to preserve the Town's rights for future actions.

The Treasurer/Collector will send at least one enforcement letter to delinquent property owners as a courtesy to potentially avoid a tax taking advertisement. If this does not result in full remittance by {September 1}, the Treasurer/Collector will publish a Notice of Tax Taking in a local newspaper and post the notice in two or more convenient, public places. The Town customarily publishes in the Newburyport Daily News. In addition, the Treasurer/Collector posts notices on bulletin boards at the town hall-offices (1910 Building) and the library. From this point forward only cash, certified check, or cashier's check are acceptable forms of payment.

Within 60 days of the tax taking announcements, the Treasurer/Collector shall prepare an Instrument of Taking form for each delinquent property and record it at the Registry of Deeds, the recording of which perfects the tax lien. After receiving the recorded Instruments back from the Registry, the Treasurer/Collector will notify the affected property owners of the liens by sending each of them a letter and a photocopy of the Instrument. The Treasurer/Collector will provide copies of the List of Recorded Takings to the Town Accountant/[Business Manager](#) and Town Manager.

C. Subsequent Taxes

After the demand bill and before June 15 each year, the Treasurer/Collector will certify all unpaid taxes and charges for parcels of real estate taken into tax title for nonpayment of taxes in prior years and not yet redeemed and put them in a Subsequent Tax Takings report. The Treasurer/Collector will provide copies of the report to the Town Accountant/[Business Manager](#) and Town Manager and retain one on file.

D. Interest, Fees, and License Revocation

All delinquent taxpayers are subject to charges, which the Treasurer/Collector will add to their accounts. These include interest accrued to the date of tax taking, advertising fees, certified mailing costs, legal fees, and all recording fees.

The Treasurer/Collector will create a list of all the individuals who are delinquent in paying taxes or other charges to the Town departments, boards, and committees that issue licenses and permits in accordance with the Town bylaws. These authorities will review the list to deny, suspend, or revoke delinquent taxpayers' licenses and permits.

E. Tax Title Payment Agreements *[NOTE: Recommend proposing adoption of MGL to authorize payment agreements; until this is adopted the section below should be excluded from policy]*

This section is subject to the adoption of a tax title payment agreement bylaw, [M.G.L. c. 60, § 62A](#).

The Treasurer/Collector will pursue and establish payment agreements for parcels in tax title to allow delinquent taxpayers to pay off their tax liens over time. The Treasurer/Collector will actively monitor compliance with all such agreements, which will have the following features in common:

- *Signed agreement between the Treasurer/Collector and taxpayer*
- *Upfront payment of at least 25 percent of the full balance owed*
- *Specific amount to be paid each month*
- *Incorporation of payments for the current tax bill*
- *Agreement term not exceeding five years*
- *Statement that defaulting on the agreement will immediately trigger foreclosure action by the Town*
- *Confirmation that, as of the date a payment agreement is entered, any and all water bills are paid in full*
- *Confirmation that, as of the date a payment agreement is entered, no payments are due on outstanding loan amounts issued through the Elliot Fund*

For taxpayers that fully comply with their payment agreements, the Treasurer/Collector will waive up to 50 percent of the interest accrued on their tax title accounts.

F. Redemption or Foreclosure

The primary policy goal of the Town’s foreclosure process is to receive the outstanding amounts owed. At least once every year, the Treasurer/Collector will review all tax title properties that are older than 180 days and do not have payment agreements or bankruptcy recordings. From these, the Treasurer/Collector will identify all properties of significant value to process for potential foreclosure in Land Court. To do this, the Treasurer/Collector will thoroughly verify the properties’ enforcement histories before referring them the tax title attorney, beginning with those having the largest dollar value of taxes owed.

As manager of the service contract, the Treasurer/Collector will ensure the tax title attorney complies with the objectives laid out in this policy section. The Treasurer/Collector will work with the tax title attorney to prepare parcels in tax title status for foreclosure, beginning by providing each Instrument of Taking. The tax title attorney will research the tax title properties and also mail new collection enforcement letters to the taxpayers telling them of the importance of redeeming the property and warning of potential foreclosure action.

If a taxpayer or other party pays the outstanding amount on a tax title property, the Treasurer/Collector will prepare an Instrument of Redemption and file it at the Registry of Deeds, which removes the lien. Redemption can only be done prior to the property being foreclosed. If the obligation remains unpaid, the tax title attorney will proceed with foreclosure action in Land Court, possibly resulting in auctioning of the property.

In addition to Land Court foreclosure referrals, the Treasurer/Collector is responsible for completing foreclosures on any properties below the “Land of Low Value” threshold, which is annually updated each spring by the Division of Local Services (DLS).

REFERENCES

[M.G.L. c. 60, § 6](#)

[M.G.L. c. 60, § 16](#)

[M.G.L. c. 60, § 50](#)

[M.G.L. c. 60, § 53](#)

[M.G.L. c. 60, § 54](#)

[M.G.L. c. 40, § 57](#)

[M.G.L. c. 60, § 61](#)

[M.G.L. c. 60, § 62](#)

[M.G.L. c. 60, § 62A](#)

[M.G.L. c. 60, § 63](#)

[M.G.L. c. 60, § 76](#)

[M.G.L. c. 60, § 77](#)

[M.G.L. c. 60, § 79](#)

[M.G.L. c. 60, § 80](#)

West Newbury bylaws Section XIII Local License or Permit Affected By Non-Payment of Local Taxes

DLS Best Practice: [Enforcing Collections](#)

DLS Informational Guideline Releases 05-208: [Payment Agreements and Tax Receivable Assignments](#) and [Land of Low Value Foreclosure Valuation Limit](#) updated annually

Massachusetts Collectors & Treasurers Association: [Treasurer’s Manual](#) and [Collector’s Manual](#)

EFFECTIVE DATE [This policy was adopted on \[date\].](#)

Source: MCTA Treasurers' Manual

treasurer using a chronological filing system, upon receiving an inquiry, would have to examine account sheets for multiple dates of taking.

The treasurer should retain on file a copy of each instrument of taking, attaching a copy of the newspaper clipping containing the advertisement to the tax title sheet. A copy of the assessors map and field card may also be helpful.

Further, the treasurer should determine whether any mortgages exist on tax title property by performing research at the registry of deeds, if the collector has not already done so. Generally, the register of deeds can provide online computer access to registry records, facilitating the treasurer's research. Law firms providing tax title expertise normally have staff available to research this information as well. Upon discovering the existence of a mortgage, the treasurer should notify the mortgagee of the tax title status and about foreclosure proceedings. Since a municipality possesses a priority lien on unpaid taxes, a mortgage holder has a substantial interest in redeeming a tax title on mortgaged property.

The treasurer should also know the identity of local developers and other persons who own multiple properties, particularly multi-unit buildings. Frequently, such properties become subject to tax titles. A treasurer who is diligent and aggressive in communicating with the owners of such properties can often facilitate tax title payments.

In addition, the treasurer should know the identity of surveyors who are active in the area. A surveyor may be able to assist the treasurer in identifying the owner of properties listed as "owner unknown" in the assessors' records. For example, if a surveyor surveys a land parcel adjacent to owner unknown property in tax title, the survey results might disclose the tax title property's owner. If the treasurer has cultivated the surveyor's acquaintance, the surveyor may communicate the ownership information to the treasurer, and to the collector and assessors, as well.

Redeeming a Tax Title with Installment Payments

Any person with an ownership interest in a tax title property can redeem that property with the treasurer at any time up until a petition to foreclose has been filed in the Land Court by paying all of the outstanding taxes, interest and other charges due on the property. (60:62) Such a person may also redeem the property by making installment payments to the treasurer. (60:62) Chapter 354 of the General Laws of 2006 amended this statute. Effective February 7, 2007, Ch 60:62 as amended gives treasurers greater flexibility in working out reasonable payment plans with delinquent taxpayers. Prior to this change, a delinquent taxpayer had to pay at least 25 % of the full amount needed to redeem the tax title and then pay out the remainder within a one year extension. The amendment eliminates any minimum partial payment and allows a treasurer to extend by two years the period within which foreclosure proceedings cannot be initiated. As part of the payment plan a treasurer may insist that the taxpayer remain current with new tax bills as they are issued. The payment plan schedule should be realistic for the taxpayer and provide a payoff in a reasonable time period. Failure to pay new tax bills or the tax title payments in full and on time would place the taxpayer in a default status and subject to foreclosure in land court.

Assignment of Tax Title

Part I ADMINISTRATION OF THE GOVERNMENT**Title IX** TAXATION**Chapter 60** COLLECTION OF LOCAL TAXES**Section** MUNICIPALITIES; PAYMENT AGREEMENTS**62A**

Section 62A. Municipalities may by bylaw or ordinance authorize payment agreements between the treasurer and persons entitled to redeem parcels in tax title. Such agreements shall be for a maximum term of no more than 5 years or such lesser period as the ordinance or bylaw may specify and may waive not more than 50 per cent of the interest that has accrued on the amount of the tax title account, subject to such lower limit as the ordinance or bylaw may specify. An ordinance or bylaw under this section shall provide for such agreements and waivers uniformly for classes of tax titles defined in the ordinance or bylaw.

Any such agreement must require a minimum payment at the inception of the agreement of 25 per cent of the amount needed to redeem the parcel. During the term of the agreement the treasurer may not bring an action to foreclose the tax title unless payments are not made in accordance with the schedule set out in the agreement or timely payments are not made on other amounts due to the municipality that are a lien on the same parcel.

Town of West Newbury

REQUEST FOR QUALIFICATIONS

West Newbury
Lease for Day Care Operation

Date of Advertisement:

— —

PROPOSALS DUE:

March ~~XX~~, 2021, 10:00 am

Late Proposals Will Be Rejected

DELIVER COMPLETED SUBMISSIONS TO:

Town of West Newbury

Attn: Procurement Officer
381 Main St, West Newbury, MA 01985

For further information, please contact:
Michael McCarron, Town Clerk, Town of West Newbury,
at 978-363-1100 x110

#

PROCUREMENT OFFICER / TOWN CLERK, WEST NEWBURY, MA 01985

REQUEST FOR QUALIFICATIONS

West Newbury

I. INTRODUCTION

The Town of West Newbury (Town) is seeking proposals from qualified day care providers to lease a portion of the building commonly referred to as the John C. Page School, 694 Main Street, West Newbury, MA for the purpose of conducting a quality day care operation to service the community. The selected applicant shall enter in a lease for three (3) years in the form as shown on Attachment A hereof. This Request for Qualifications (RFQ) stipulates the procedures and requirements to be used by the Town in its selection process.

The Town of West Newbury has determined that it has a shortage of affordable day care and given the proximity of the leased space to the Town's elementary school that it is in the best interest of the community to lease the available space to a day care provider. Since the primary objective of this disposition is not to obtain the maximum amount of rent, the Town shall set a fixed rent and specify the lease terms, such as those for insurance, utilities and maintenance. The Town requires that all proposers ~~to~~ meet minimum requirements such as staff training and experience, staff-to-child ratio, parent participation, experience in the community and hours of operation. The evaluation criteria is to choose the proposal that best meets the objective of providing high-quality, affordable day care.

The Town will evaluate all timely proposals to ensure that all required submittals have been included in responses and that all responses meet the Minimum Evaluation Criteria. Proposals that are deemed to be complete shall be presented to ~~a~~ the Chief Procurement Officer, the Town Manager and the Director of the DPW and reviewed/ranked using the Comparative Evaluation Criteria. ~~the~~ The Lease will commence on April 1, 2021.

All questions regarding this Request for Qualifications must be received by the Town no later than 10:00 AM on Friday, February XX, 2021 and addressed to the attention of Michael McCarron, Procurement Officer, Town of West Newbury and may be e-mailed, and if e-mailed must be marked in the subject line "RFQ Day Care Provider Lease" to townclerk@wnewbury.org.

II. LEASED AREA

The leased area is described in the proposed lease which is attached hereto.

III. PROPOSAL REQUIREMENTS

Three (3) copies of the proposal must be furnished to the Procurement Officer for review by the Selection Committee. The overall proposal must include:

A. Technical Requirements -

1. The identity of the individual, partnership or corporation applying for contract award and credentials of the personnel who would actually perform the work, as well as their managers, and the nature of the supervision.
2. An applicant qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work.
3. Any other information deemed relevant to the project, and which the proposer believes will further the competitiveness of the proposal.
4. Proposal Signature Form, Certificate of Non-Collusion, Statement of Tax Compliance and Certificate of Vote of Corporation[AJ2], as applicable-.

VI. SELECTION CRITERIA

1. Minimum Evaluation Criteria

The Selection Committee shall first review each technical proposal to ascertain whether or not the following minimum criteria have been met:

- a. The technical proposal includes all of the items for a complete proposal.
- b. The proposer meets the minimum qualifications as outlined above.

2. Comparative Evaluation Criteria

All responsive proposals will be judged against the Comparative Evaluation Criteria detailed below. The Town will rank each proposal as:

- a. Highly Advantageous – the proposal fully meets and significantly exceeds the standards of the specific criterion;
- b. Advantageous – the proposal fully satisfies the standards of the specific criterion;
- c. Not Advantageous – the proposal does not fully meet the standards of the specific criterion, is incomplete, unclear, or both.

The Selection Committee shall rate and rank each technical proposal meeting the Minimum Evaluation Criteria according to the Comparative Evaluation Criteria listed below.

2.1. Quality and Depth of Proposer

Highly Advantageous – The proposer demonstrates superior experience in providing services related to the Town’s requirements. The proposer will provide hours of operation and staff to child ratio[AJ3].

Advantageous – The proposer demonstrates solid experience in providing services related to the Town’s requirements. The proposer will provide hours of operation and staff to child ratio.

Not Advantageous – The proposer has limited experience in providing services related to the Town’s requirements. The proposer will provide hours of operation and staff to child ratio.

2.2. Qualifications of the Proposer

Highly Advantageous – The proposer’s information demonstrates that proposer has superior training, educational background and work experience appropriate to the ~~project-services~~ described herein and all key project personnel demonstrate professional experience well beyond the minimum requirements.

Advantageous – The proposer’s information demonstrates that proposer has adequate training, educational background and work experience appropriate to the ~~services project~~ described herein and all key project personnel demonstrate professional experience that meets or somewhat exceeds the minimum requirements.

Not Advantageous – The proposer’s information ~~does~~ not demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein.

2.3. Demonstrated understanding of the community’s needs for quality day care, and proposer’s ability to undertake and provide such services.

Highly Advantageous – The proposal demonstrates a superior approach to providing quality day care to the community. The proposer will outline experience in providing quality day care services to the community[AJ4].

Advantageous – The proposal demonstrates a good approach to providing quality day care to the community. The proposer will outline experience in providing quality day care services to the community.

Not Advantageous – The proposal does not demonstrate a desirable approach to providing quality day care to the community. The proposer will outline experience in providing quality day care services to the community.

2.4. Completeness and Quality of Proposal

Highly Advantageous – Response is complete, concise, informative, and ~~highly-sufficiently~~ detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the Town. Evaluation team is completely convinced about the proposer’s ability to provide the level

of services as required by the Town. Proposal demonstrates excellent communication and documentation skills.

Advantageous – Response is complete, informative, and meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer is able to perform in an adequate manner acceptable to the Town. Proposal demonstrates a good level of communication and documentation skills.

Not Advantageous – Response lacks a comprehensive approach, but meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer may be able to perform in a manner acceptable to the Town. Communication and documentation skills appear only adequate.

V. PROPOSAL SUBMISSION

Proposals will be received at the Town of West Newbury, MA Office of the Procurement Officer **until February XX at 10:00 am**. After this time they will be opened in confidence in accordance with M.G.L. c. 30B, §6 (d). **Proposals received after that date and time will be rejected.**

The mailing address for all deliveries and walk-in service is:

**Town of West Newbury
Procurement Office
381 Main St,
West Newbury, MA 01985**

Three (3) copies of each proposal shall be submitted as follows:

Signature of Individual or Authorized Official: _____

Address: _____

Telephone Number: _____

E-mail _____

Town Manager

From: Michael McCarron
Sent: Friday, January 22, 2021 5:54 PM
To: Town Manager
Subject: FW: Verizon Form 500
Attachments: Verizon Fios TV 2020 MA Form 500_West Newbury.pdf; Verizon Fios TV 2020 Outage_West Newbury.pdf

FYI

From: Connors, Niall S [REDACTED]
Sent: Friday, January 22, 2021 3:55 PM
To: Selectmen <selectmen@wnewbury.org>; Michael McCarron <mmccarron@wnewbury.org>
Subject: Verizon Form 500

BY ELECTRONIC MAIL

-
-
January 22, 2021

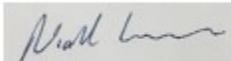
Board of Selectmen
West Newbury Town Hall
381 Main Street
West Newbury, MA 01985

Subject: Annual Complaint Filing

Dear Honorable Selectmen:

Pursuant to M.G.L. c. 166A, §10, Verizon New England, Inc. ("Verizon New England") is required to file with the Department of Telecommunications and Cable and Issuing Authorities an annual report on complaints received regarding our Fios TV service. The report reflects complaints received by Verizon during the previous year ending December 31. The Department of Telecommunications and Cable has adopted Form 500 as the prescribed form for complying with this annual reporting requirement. Please find attached Verizon New England's 2020 Form 500 for the Town of West Newbury. Should you or your staff have any questions, please contact me at 857-415-5123.

Sincerely,



Niall Connors
Franchise Service Manager

cc: Michael McCarron

[REDACTED]

Niall Connors

Franchise Service Manager
Fios Video Franchising

Form 500 Complaint Data - Paper Filing

City/Town: West Newbury

Cable Company: Verizon New England Inc.
Address: 6 Bowdoin Square, Boston, MA 02114
Contact: Niall Connors
Phone: 857 415-5123
E-Mail: niall.s.connors@verizon.com

Filing Year: 2020

Number of Subscribers: 616

Average Resolution Time:

<1> Less than 1 Day, <2> 1-3 Days, <3> 4-7 Days, <4> 8-14 Days, <5> 15-30 Days, <6> >30 Days

Manner of Resolution:

A. Resolved to the satisfaction of both parties., B. Resolved, customer dissatisfied., C. Not Resolved.

	Total Complaints	Avg. Resolution Time (see code above)	Manner of Resolution (see code key above for the manner represented by the letters below) The number below each letter indicates the number of complaints resolved in that manner.		
			A.	B.	C.
Advertising/Marketing	0	0	0	0	0
Appointment/Service call	0	0	0	0	0
Billing	0	0	0	0	0
Customer Service	0	0	0	0	0
Defective Notice	0	0	0	0	0
Equipment	17	2	17	0	0
Installation	0	0	0	0	0
Reception	0	0	0	0	0
Service Interruption	1	2	1	0	0
Unable to Contact	0	0	0	0	0
Failure to Respond to Original Complaint	0	0	0	0	0
Other:	0	0	0	0	0

Form 500 Service Interruption Data - Paper Filing

City/Town: WEST NEWBURY

Cable Company: Verizon New England, Inc.
 Address: 6 Bowdoin Square, Boston, MA 02114
 Contact: Niall Connors
 Phone: 857 415-5123
 E-Mail: niall.s.connors@verizon.com

Filing Year: 2020
 Number of Subscribers: 616

Average Resolution Time: <1> Less than 1 Day, <2> 1-3 Days, <3> 4-7 Days, <4> 8-14 Days, <5> 15-30 Days, <6> > 30 Days

Date Service Interruption Began	Average Resolution Time: (see Code Key above)	Estimated # of Subscribers Affected
1/8/2020	1	669
3/13/2020	2	327
4/23/2020	1	155
4/23/2020	2	655
5/5/2020	1	654
5/14/2020	1	652
5/25/2020	2	650
5/30/2020	1	647
6/23/2020	1	641
8/3/2020	1	171
8/17/2020	1	633
9/12/2020	1	625
10/17/2020	1	111

Town Manager

From: Sara Kreisel [REDACTED]
Sent: Tuesday, January 26, 2021 3:02 PM
To: DPW Director; Michael McCarron; Diane Gagnon; Anthony Furnari; Jamie Tuccolo; TCusick@CityofNewburyport.com; Jon-Eric White; Town Manager
Cc: Morrison, Micah
Subject: Upper Artichoke Reservoir Bridge Replacement Project - Updated Information

Good afternoon to you all,

Just wanted to provide you all with some updated information on the Upper Artichoke Reservoir Bridge Crossing project:

As you all know, last night was the West Newbury Conservation Commission hearing. For those not in attendance, the Commission generally did not have substantive questions or comments on the design itself, nor comments thus far on the area of impacts which is great news. We made sure to include reasoning for a timeframe waiver in our presentation and so it seemed that this would be a “given” allowance for the remainder of the meeting discussion.

Some items of notes from the Commission:

- Requested a Site Visit, **Sunday, February 7, 9AM.**
- Continuance until the next Commission meeting – **Monday February 8, 7:30PM.**
- Will want to review the Contractor’s Means and Methods of Construction
- Asked about Climate Change modeling per Angus’ prediction. Jon-Eric was able to describe the work he and the Newburyport climate committee have worked on; and knowing that there was confidence that the proposed design would /could withstand floods through 2100 seemed to satisfy the Commissioner! Thank you, Jon-Eric! We were also thankful that you were there and able to speak to the other proposed work in the Reservoir.
- Requested a wetland scientist to be on-site for the construction. Details about the duration /extent of a scientist’s presence to be further discussed.
- Inquired about the type of proposed compost filter-tubing (CFT) and asked whether it will be backed by silt fence. Micah proposed adding in more CFT quantity into the contract to ensure enough is available in the event of any storms or general decomposition to protect the waterway.
- The Commission will be forwarding additional questions (if any) over the next couple weeks.

USACE: The project has been assigned a Reviewer who will be looking at the project this week.

Newburyport NOI: File number has been assigned by the DEP (051-1047), the NOI hearing is scheduled for **Tuesday February 2, 6:45PM.** Call-in information to be provided at a later date.

MassDEP: I just received a call and both NOIs/ 401 WQC will now be reviewed by the DEP for any technical comments.

Have a great afternoon and let me know if you have any questions in the interim,
 Sara

Sara E. Kreisel, PWS
Ecological Project Manager

Personal Pronouns: She/Her/Hers ([Why pronouns?](#))
 [REDACTED]

BSC Group

33 Waldo Street | Worcester | MA, 01608
 803 Summer Street | Boston | MA, 02127

[REDACTED] | 508-792-4500

Town Manager

From: Town Manager
Sent: Tuesday, January 12, 2021 10:06 AM
To: Lynne Spencer
Cc: Doug Manley
Subject: RE: Carr Post civil work proposal
Attachments: Special Permit Approval - Planning (1).pdf; BOS mtg excerpts re Carr Post Cottage Advisors 2017.pdf; Cammett memo re curb cut permit 7-5-17.pdf; Pages from Site Plan - Planning & ConCom 022118.pdf; Landscape Plan (1).pdf; 2019.09.12 60085 SP C1.11 COLOR.pdf

Lynne,

A couple of things:

- We had a meeting last week incl. the DPW Director, Town Planner, Conservation Agent, Bldg Inspector and myself. It didn't go into much detail re S&S Bldg, but re-emphasized the timeline and importance to identify any/all permitting issues/potential conditions early. I'll propose the 2 dates Doug offered and try to pin down a date/time (which will also include the Health Agent).
- We've been reviewing our records re what Cottage Advisors (Chip) did/didn't commit to doing on the site. I want to be sure you have all available relevant documents:
 - o Special Permit Approval – see page 8, Off Site Improvements. Note that the site work was not a condition of approval, nor is the PB holding any performance guarantee relative to whatever may have been agreed.
 - o BOS meeting minutes – we cannot find the specific plan set referenced in the July 10, 2017 minutes (sheet C1.11 dated 7/10/17). I have therefore enclosed relevant plan sheets we have found (noted below). I'm told that Bob Blanchette was a (the?) key guy at Cammett so he can probably produce the specific plan sheet referenced in the meeting minutes, but we thought you'd be better positioned to obtain this at this point.
 - o Memo from Cammett Engineering at the time.
 - o Plan sheet excerpts from the plan approved by the PB related to the site (incl. re the agreed crosswalk across Main Street, yet to be installed). (The complete plan set can be provided on request).
 - o Landscape plan on file, showing site work generally consistent w the PB plan set.
 - o Site/grading plan incl. with CPC funding proposal, Sept 2019
- On the site visit with Chip, Wayne, you and me in summer/fall 2019, Chip agreed to do what was shown on the plan of reference (which, in the absence of the 7/10/17 plan referenced above, I'm assuming to be both the paving/parking shown on the PB plan set and the plantings shown on the landscape plan); or comparable work of equivalent cost. We need to prioritize getting to a clearer answer re what can be counted on from him, and where that would leave the site work/landscaping. We may find a need to reallocate CPC funds (if possible) from something else to site work/landscaping, to ensure that we have at least minimally acceptable post-construction site conditions.
- Finally, I have not heard back from Lori Timmermann at NGrid from her 12/29 email that I forwarded to you and Doug. Should I suggest to her the same timeframes Doug suggested for the town staff mtg, for a mtg re potential NGrid incentives? If there's anything we may want to consider, we'll need to pin this down early in the process.

I'll get back to you this week re scheduling a mtg w town permitting staff. Perhaps let's schedule a separate call in the nearer-term re the Cottage Advisors work and how best to approach that.

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

From: Lynne Spencer [REDACTED]
Sent: Tuesday, January 12, 2021 9:24 AM
To: Town Manager <townmanager@wnewbury.org>
Cc: Doug Manley [REDACTED]
Subject: RE: Carr Post civil work proposal

Hi Angus,

What an extraordinary start to the new year! We are hopeful that the permitting meeting with the Planning Director, Board of Health, Building Department, and ConsCom can be set up. See Doug's note about dates below.

Many thanks,

Lynne

Lynne Spencer
Principal

Spencer, Sullivan & Vogt

ARCHITECTURE ■ PRESERVATION

1 Thompson Square | Suite 504 | Charlestown, MA 02129-3308
ssvarchitects.com | 617.861.4291 x22

From: Doug Manley [REDACTED]
Sent: Tuesday, January 12, 2021 8:57 AM
To: Lynne Spencer [REDACTED]
Subject: FW: Carr Post civil work proposal

Hi Lynne, was wondering if we should contact Angus and crew about setting up the permitting meeting?

On a purely selfish basis, the afternoon of January 27 would work well for me, as I have to go to a Dr. appointment on the morning of the 27th. Afternoon of the 26 could also work well for me.

Douglas L. Manley AIA, LEED AP
Senior Associate

Spencer, Sullivan & Vogt

ARCHITECTURE ■ PRESERVATION

1 Thompson Square | Suite 504 | Charlestown, MA 02129-3308
ssvarchitects.com | 617.861.4291 x25

From: Robert Blanchette Jr <[REDACTED]>

Sent: Tuesday, January 12, 2021 8:45 AM

To: Doug Manley <[REDACTED]>; Lynne Spencer <[REDACTED]>

Cc: Denis Hamel <[REDACTED]>

Subject: RE: Carr Post civil work proposal

Hi Doug,

Following up on this. Has a meeting date been set?

Thanks,

GM2 Associates, inc.

Robert B. Blanchette, Jr., PE

Civil Engineering Manager & Area Lead

6 Chestnut Street, Suite 110

Amesbury, MA 01913

[REDACTED]

Desk: 978-572-6427

From: Doug Manley <[REDACTED]>

Sent: Monday, January 4, 2021 5:05 PM

To: Robert Blanchette Jr <[REDACTED]>; Lynne Spencer <[REDACTED]>

Cc: Denis Hamel <[REDACTED]>

Subject: RE: Carr Post civil work proposal

Hi Robert, Looking forward to working with you on this.

When we met with the working group from the Town last week, Town Manager Angus Jennings recommended that we meet with the Planning Director, Board of Health, Building Department, and ConsCom soon, so that we can understand what issues and requirements we will face for permitting. Angus offered to set up and facilitate a meeting to include all. I think that should be our kick-off, along with you walking the site with me at that time. Generally speaking, what is your availability for times for that meeting, sometime in the next couple of weeks?

Douglas L. Manley AIA, LEED AP

Senior Associate

Spencer, Sullivan & Vogt

ARCHITECTURE ■ PRESERVATION

1 Thompson Square | Suite 504 | Charlestown, MA 02129-3308

ssvarchitects.com | 617.861.4291 x25

From: Robert Blanchette Jr <[REDACTED]>

Sent: Monday, January 4, 2021 3:12 PM

To: Lynne Spencer <[REDACTED]>; Doug Manley <[REDACTED]>

Cc: Denis Hamel <[REDACTED]>; Catherine Carr <[REDACTED]>

Subject: RE: Carr Post civil work proposal

Lynne,

That's fantastic. Thank you.

Town Manager

From: Town Manager
Sent: Thursday, January 28, 2021 11:56 AM
To: [REDACTED]
Cc: dpwdirector@wnewbury.org
Subject: FW: Carr Post MassDOT meeting of November 5, 2019 summary

Lynne – I found the email below in my archived emails and don't know if I shared it. Please forward to Bob (Rob?) Blanchette at GM2/Cammett for his reference. This is shared primarily so you have it on file, understanding that this really isn't your or GM2's problem to solve. Thanks

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

From: DPW Director <dpwdirector@wnewbury.org>
Sent: Wednesday, November 6, 2019 8:27 AM
To: Town Manager <townmanager@wnewbury.org>
Cc: Jeff Durand (durand@westnewburysafety.org) <durand@westnewburysafety.org>
Subject: Carr Post MassDOT meeting of November 5, 2019 summary

Angus,

I just wanted to summarize our meet the other day with Mike Karas from MassDOT.

1. Can parking be added to this section of Main Street? The answer most likely is yes with approval from MassDOT Boston office with design and construction paid for and done by the Town of West Newbury. (Plan will have to be stamped by a PE)
2. Traffic Plan would need to be prepared by WN which would include:
 - a. Design and construction plan done by PE. (\$8,000)
 - b. Removal of existing pavement markings (Estimated cost \$2,000)
 - c. Installation of new pavement markings to shift parked vehicles to the north side of street. (Estimated Cost \$5,000)
 - d. Installation of signage (estimated cost \$4,000)
 - e. Possible installation of Pedestrian Crossing Rapid Flasher Beacon (estimated at \$40,000 for both with power connection ranging from \$5,000 to \$20,000)
3. We would have to decide on parking time and day limits. No parking during nights and snow and ice events.
4. Parking;
 - a. Number of parking spaces need to be determine. I will assume a design of 20 spaces, unless you have an opinion on more or less.
 - b. A community meeting would need to be done to get feedback from the abutters relating to this proposed parking, especially as it related to driveway sight lines. This is a major concern to me and need to be discussed in greater detail once a draft design is prepared.

I think the overall meeting was positive with the state and they would not oppose parking here. I am concerned on the impact to the abutters and believe that some of their safety concerns may be valid and may be unresolvable. So I would

be cautious to state that adding parking would be approved by the residents and BOS until all concerns and issues are addressed. My current estimate for this proposal is \$79,000 which could be higher once design is underway.

Wayne

Wayne S. Amaral
Director of Public Works
Town of West Newbury
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x120
dpwdirector@wnewbury.org

Town Manager

From: Duffy, Neal (ENE) [REDACTED]
Sent: Wednesday, January 27, 2021 12:49 PM
To: Rick Parker
Cc: Town Manager; Wallace, Arthur (Chip); DPW Director
Subject: RE: West Newbury - Future Green Communities Competitive Grants
Attachments: DOER PON-ENE-2020-011 2020 GC Competitive Grant Program Opportunity Notice Amendment One 03.19.20 (FINAL).pdf

Hi Rick,

Nice to hear from you, strange days indeed when it comes to the challenges of municipal government. We have not yet released the Program Opportunity Notice (PON) for this year's grants, so I can not speak specifically to what will be included or not until we actually do that (within a month, likely sooner). The best information to go on now is what we have done in the past, which is we have funded storm windows, window inserts and air sealing measures on windows, but we have not historically funded replacement windows. See below from last year's PON. I am also attaching it to this email for your reference.

Building Envelope

- o Air sealing
- o Insulation
- o Storm windows or winter insulated window inserts

Best,

Neal

Neal Duffy

Regional Coordinator, Green Communities

Massachusetts Department of Energy Resources

C/O MassDEP Northeast Regional Office

205B Lowell Street, Wilmington, MA 01887

Phone: 978.694.3315



Creating a Clean, Affordable and Resilient Energy Future for the Commonwealth

From: Rick Parker <rparker@wnewbury.org>
Sent: Wednesday, January 27, 2021 11:20 AM
To: Duffy, Neal (ENE) [REDACTED]
Cc: Town Manager <townmanager@wnewbury.org>; Wallace, Arthur (Chip) [REDACTED]; DPW Director <dpwdirector@wnewbury.org>
Subject: West Newbury - Future Green Communities Competitive Grants

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Neal,

Hope all is going well for you. I'm guessing that your selectman "side gig" has a few extra complicating factors in these Covid times.

There is current discussion of possible energy efficient window upgrades or replacements for three of West Newbury's municipal buildings.

The Soldiers & Sailors Memorial Building is early in the design process for a major renovation, one aspect of which needs to be making the building as energy efficient as practical. We have begun conversation with our public utility, National Grid, regarding their applicable building energy efficiency incentive programs, but that will not address envelope issues such as windows. Due to the historic characteristics of the building, at this point the thought is to retain/rebuild the original windows and add storm windows to significantly improve their thermal efficiency.

The building leased to and housing the Children's Castle, a day care center that operates year round, is attached to the John C. Page Elementary School. The existing windows are old and inefficient and need to be upgraded.

The (Old) Town Hall, not to be confused with the Town Office Building (a.k.a. 1910 Building), is another historic structure. It is normally used infrequently (not used at all currently due to the pandemic) and by reservation for town related functions or groups, primarily during the warm seasons. Broader usage may evolve over time, but currently thermal comfort and inefficiency issues make that impractical for much of the year.

Will there be any provision for energy efficient window upgrades in the 2021 GC Competitive Grant rounds? WN will not be eligible to participate in the upcoming Winter/Spring grant round, since last year's competitive grant awarded to upgrade the Town Office Building HVAC controls will not be completed in time, but it is *possible* that the planned Fall grant round would be timely. From a planning perspective, it would be helpful to understand what if any funding will potentially be available through the GC program.

Stay well &
Thank you – rick

Richard Parker
Member WN Board of Selectman & Energy Advisory Committee

Town Manager

From: Vanessa Johnson-Hal [REDACTED]
Sent: Thursday, January 28, 2021 11:22 AM
To: Town Manager
Subject: Artichoke River Woods CR Update

Hi Angus,

Today's meeting we covered the following topics:

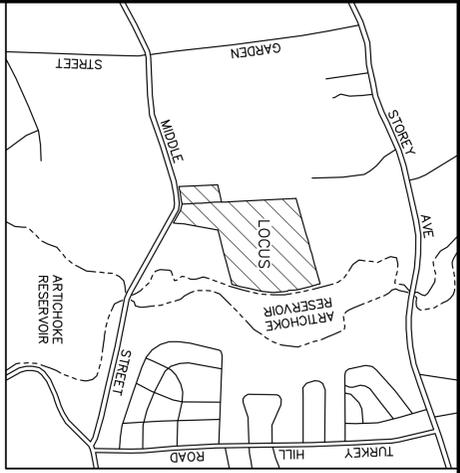
1. CR Approval Update: EEA is currently reviewing it; DCR is going to begin obtaining internal approvals (DECAM, Commissioner). We have made contact with Newburyport City Council and it's on the agenda for this month.
2. DWSP Public Meeting Requirement: in-progress; Tom Cusick is staying on top of DEP to make sure this is a priority.
3. Partners MOU: Lou Ross (DCR) would like to use DCR's P&S template (which functions more like an MOU) as he thinks it's more likely to get approved. He will send out a revised draft this week.
4. Greenbelt is seeking approval to pre-acquire and hold the property to allow time for a mortgage discharge to be recorded. DCR is unique in requiring this, so Greenbelt will incur additional cost to satisfy DCR. It may mean the CR doesn't close until April.
5. Form A plan hopefully will be signed by the Planning Board next week.

Let me know if you have any questions.

Vanessa

--

Vanessa Johnson-Hall
 Assistant Director of Land Conservation
 Essex County Greenbelt Association
 82 Eastern Avenue
 Essex, MA 01929
 [REDACTED]
www.ecga.org



WEST NEWBURY, MA
PLANNING BOARD
 APPROVAL UNDER THE SUBDIVISION
 CONTROL LAW NOT REQUIRED

THE PLANNING BOARD'S ENDORSEMENT OF
 THE PLAN AS NOT REQUIRING APPROVAL
 UNDER THE SUBDIVISION CONTROL LAW
 DOES NOT GIVE LOTS OR PARCELS ANY
 STANDING UNDER THE ZONING BY-LAW OF
 THE TOWN OF WEST NEWBURY.

DATE _____

LOCUS MAP
 SCALE: 1" = 1,200'

ZONING DISTRICTS: RESIDENCE A
 & GROUNDWATER PROTECTION II & III
 ASSESSORS: MAP R27 LOTS 27, 28, 28A, & 29

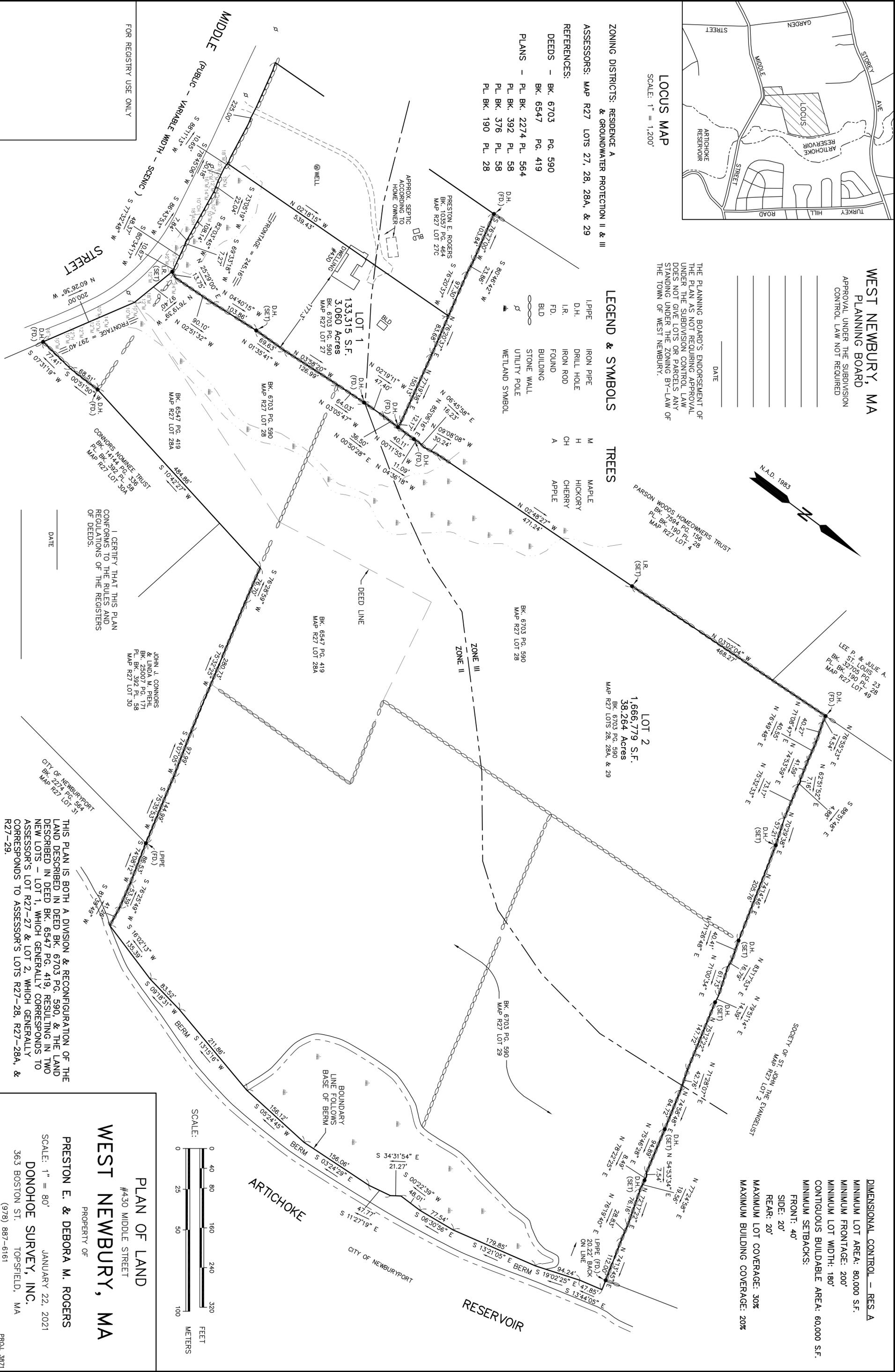
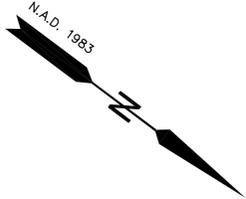
- REFERENCES:
- DEEDS - BK. 6703 PG. 590
 - BK. 6547 PG. 419
 - PLANS - PL. BK. 2274 PL. 564
 - PL. BK. 392 PL. 58
 - PL. BK. 376 PL. 58
 - PL. BK. 190 PL. 28

LEGEND & SYMBOLS

- I PIPE IRON PIPE
- D.H. DRILL HOLE
- I.R. IRON ROD
- FD. FOUND
- BLD BUILDING
- ○ ○ STONE WALL
- ⊕ UTILITY POLE
- ◊ WETLAND SYMBOL

TREES

- M MAPLE
- H HICKORY
- CH CHERRY
- A APPLE



I CERTIFY THAT THIS PLAN
 CONFORMS TO THE RULES AND
 REGULATIONS OF THE REGISTERS
 OF DEEDS.

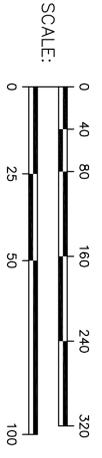
DATE _____

JOHN L. CONNORS
 & LINDA M. PIEHL
 BK. 25007 PG. 171
 PL. BK. 392 PL. 58
 MAP R27 LOT 30

CITY OF NEWBURYPORT
 BK. 2274 PG. 54
 MAP R27 LOT 31

THIS PLAN IS BOTH A DIVISION & RECONFIGURATION OF THE
 LAND DESCRIBED IN DEED BK. 6703 PG. 590, & THE LAND
 DESCRIBED IN DEED BK. 6547 PG. 419, RESULTING IN TWO
 NEW LOTS - LOT 1, WHICH GENERALLY CORRESPONDS TO
 ASSESSOR'S LOT R27-27 & LOT 2, WHICH GENERALLY
 CORRESPONDS TO ASSESSOR'S LOTS R27-28, R27-28A, &
 R27-29.

- DIMENSIONAL CONTROL - RES A**
- MINIMUM LOT AREA: 80,000 S.F.
 - MINIMUM FRONTAGE: 200'
 - MINIMUM LOT WIDTH: 180'
 - CONTIGUOUS BUILDABLE AREA: 60,000 S.F.
 - MINIMUM SETBACKS:
 - FRONT: 40'
 - SIDE: 20'
 - REAR: 20'
 - MAXIMUM LOT COVERAGE: 30%
 - MAXIMUM BUILDING COVERAGE: 20%



PLAN OF LAND
 #430 MIDDLE STREET
WEST NEWBURY, MA
 PROPERTY OF

PRESTON E. & DEBORA M. ROGERS
 SCALE: 1" = 80'
 JANUARY 22, 2021
DONOHOE SURVEY, INC.
 363 BOSTON ST.
 TOPSFIELD, MA
 (978) 887-6161

Town Manager

From: Dave Rimmer [REDACTED]
Sent: Wednesday, January 20, 2021 4:59 PM
To: Town Manager
Subject: River Road Reservation parking
Attachments: HUFNAGEL-ECGA-TRAILROUTE-JAN5-2021.pdf

Angus,

Hope you are well.

I thought I would start with you regarding a question I have about our plans to create a small parking area for public access to the former Hufnagel property on River Road. Our plan for phase 1 parking for the trails would be a simple 2-3 vehicle pulloff along River Road between #219 and #225. On the attached map, the parking for the trails would be where it is labelled "trail entrance". Vehicles would park on a gravel surface off the pavement but parallel to the road.

Plans are only conceptual at this point, so I have nothing to show you, but we have just engaged an engineer to create a plan for us for a NOI filing with the conservation commission.

The Town layout for River Road extends into the area where we hope to establish the parking area. How do I move forward with sharing out ideas and getting permission/approval to create this small 2-3 vehicle parking area partially within the road layout? We've done it before in other towns and usually it's an informal approval, but I'll follow your advice. In West Newbury we have 2 other parking areas on South St and Indian Hill St, but both were actually built by the town, so the question I am asking you never came up.

Thanks in advance for your guidance on this matter.

Best, Dave

PS Phase 2 at the River Road property would be in the future for parking to access the river for cartop launching.

Dave Rimmer
Director of Land Stewardship
Greenbelt | Essex County's Land Trust
82 Eastern Avenue
Essex, MA 01929



RIVER ROAD RESERVATION CURRENT TRAIL ROUTE

By: Steve Greason

Date: Jan 5, 2021

◆ Greenbelt Route

Distance = 0.7 miles. This route features two scenic loops with few wetland crossings. Trail route and wetland boundaries mapped using GPS. Property lines to scale using Mimap.



On Tue, Jan 26, 2021 at 11:50 AM Town Manager <townmanager@wnewbury.org> wrote:

Dave,

I've reviewed this question with our Town Counsel Mike McCarron and advise as follows:

- Per the CR Sec. II.B.7, parking may be constructed with the approval of the Grantee, which in this case would be the ConCom. I would think they could vote this approval concurrent with any Order of Conditions.
- BOS approval, as highway commissioners, would also be needed if the parking is to be located within the roadway ROW, for use of a public road.
- Finally, under the Opening of Streets Bylaw (beginning on pg. 11 of Town Bylaws, [here](#)), the DPW Director's approval will be needed. Wayne (copied here) can provide you the required paperwork.

My recommendation would be to start with the BOS. Their approval would ensure that when you file the NOI with ConCom it would be with their authorization (for the portion of parking to be located within the ROW). Their authorization could be subject to details to be determined through the Street Opening process and ConCom Order of Conditions.

Please let me know if this approach makes sense, and if so if you'd like this added to an upcoming BOS agenda. They meet on Feb 1 and again on Feb 22.

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

From: Dave Rimmer [REDACTED]
Sent: Tuesday, January 26, 2021 12:42 PM
To: Town Manager <townmanager@wnewbury.org>
Cc: Michael McCarron <mmccarron@wnewbury.org>; DPW Director <dpwdirector@wnewbury.org>; DPW Admin <DPWAdmin@wnewbury.org>
Subject: Re: River Road Reservation parking

Angus,

Very helpful. Thank you.

Should I wait on BOS until we have an engineered plan, or do you think just going to them with a request to approve 2-3 vehicle parking area partially within town ROW without a detailed plan but just a map showing location would be acceptable?

Dave

Dave Rimmer

Director of Land Stewardship

Greenbelt | Essex County's Land Trust

82 Eastern Avenue

Town Manager

From: Dave Rimmer [REDACTED]
Sent: Tuesday, January 26, 2021 1:58 PM
To: Town Manager
Cc: Michael McCarron; DPW Director; DPW Admin
Subject: Re: River Road Reservation parking

Angus,

That's fine. If you want to add this to the agenda for 2/1, I am available. Or 2/22.

So the agenda item would be: Greenbelt is seeking BOS approval to create a parking area for 2-3 vehicles along the shoulder of River Road (map R24-50) partially with the town ROW.

I can forward a map to you of the location if you think helpful.

Dave

Dave Rimmer
Director of Land Stewardship
Greenbelt | Essex County's Land Trust
82 Eastern Avenue
Essex, MA 01929
[REDACTED]



On Tue, Jan 26, 2021 at 12:57 PM Town Manager <townmanager@wnewbury.org> wrote:

I suggest going to them earlier to be sure that if they have any thoughts about how the parking is laid out these can be conveyed prior to the engineering getting done.

Town Manager

From: Thomas Banks [REDACTED]
Sent: Friday, January 29, 2021 8:14 AM
To: DPW Director; Rick Parker
Cc: Joshua Doolittle; Town Manager; Michael McCarron
Subject: RE: West Newbury - Green Communities competitive grant application review questions
Attachments: B2Q - Owner - Town of West Newbury - Town Offices Contract - 2021-01-28.pdf

Wayne & Rick,

I hope this email finds you both well. As we have received no further comments I went forward and made the requested updates to the contract.

Please find this revised contract attached. Once signed & returned we will move forward with execution of the contract with our subcontractor. We can then begin to build out the project schedule & determine the constraints of installation while the building remains occupied.

Thank you,
Tom Banks

Tom Banks, P.E.
Project Engineer



A Woman Business Enterprise (WBE)

[REDACTED]
Main: (978) 208 – 0609
Fax: (978) 719 – 6339

[REDACTED]
www.b2qassociates.com

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From: Thomas Banks
Sent: Tuesday, January 5, 2021 8:44 PM
To: DPW Director <dpwdirector@wnewbury.org>; Rick Parker <rparaker@wnewbury.org>
Cc: Joshua Doolittle [REDACTED]; Town Manager <townmanager@wnewbury.org>; Michael McCarron <mmccarron@wnewbury.org>
Subject: RE: West Newbury - Green Communities competitive grant application review questions

Wayne,