



**Town of West Newbury
Select Board
Monday, May 10, 2021 @ 5:30pm**
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2021 MAY -6 PM 4:39

AGENDA

Executive Session: 5:30pm 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; Police Union contract; Dispatch contract*);
- ❖ 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 (*Personnel Policies*);
- ❖ 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 Counsel, Middle Street Bridge; request to waive privilege for Counsel opinion*).

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 Plant Sale! West Newbury Garden Club. Saturday, May 15th, 8:30-11:30am. Training Field
- Annual & Special Town Meetings: Saturday, May 22, 2021, 10AM. Bandstand / Cammett Park
- Updates regarding Lower Merrimack Valley Regional Collaborative COVID-19 vaccination clinics
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

Regular Business

- A. Select Board reorganization and election of officers; including designee to School Building Committee
- B. Request for appointment of Dennis Lucey to ZBA
- C. Request to establish rain date of Sunday, May 16th for Annual Plant Sale – *West Newbury Garden Club*
- D. Request for Special Event Permits – Myopia Hunt Club events on May 11, May 22 and June 1
- E. Request for Special Event Permit – Yukan Sports LLC half marathon on June 13
- F. Request to install temporary signage along specified Town roadways in May and June to promote opportunities to sign up for elementary school music ensembles – *Pentucket Music Boosters*
- G. Referral of Cortland Lane street acceptance to Town Meeting pursuant to M.G.L. Ch. 82, Sec. 21-24
- H. Discussion of Town trash and recycling pickup for Ocean Meadow development
- I. Proposed allowance of Annex for COA programs, with adoption of updated COVID-19 protocols
- J. Middle Street Bridge
- K. Review Town Meeting motions and logistical planning (incl. posting notice of current Committee openings); discussion of warrant articles
- L. Review of draft FY22 Harbormaster Services MOU with Salisbury

Town Manager Updates

- M. Approved affordable housing consultant and scope of services
- N. Library transition to limited hours open to the public
- O. Update on selection process, Page School Playground designer/contractor
- P. Updates on other active projects/initiatives
- Q. 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 Select Board 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: 971 2042 3801

Passcode: 426687

Join at <https://zoom.us/j/97120423801?pwd=S0cvam91aGNPQWEraXVDODhoWjlHUT09>

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.



Annual Plant Sale*

Saturday, May 15, 2021
8:30 - 11:30 am

Rt. 113, West Newbury
Training Field

- **Locally Grown Plants!**
- **Healthy plants from our gardens at wonderful prices.**
- **Knowledgeable experts on hand to give advice.**

This year the club is pleased to offer a great selection of NATIVE PLANTS

Swamp milkweed
 Joe Pye Weed
 Cardinal Flower
 Blue Vervain
 Brown Eyed Susan
 New York Ironweed
 Ox Eye Sunflower
 Bottle Gentian
 Canadian Ginger
 MayApples
 Native Strawberries
 High Bush Blueberries
 Serviceberry Shrubs
 Red Twig Dogwood
 Spicebush
 Ostrich Fern

SUN and other POLLINATOR plants include

Monarda
 Phlox
 Coneflower
 Liatrus
 Daylilies
 Aster
 Daisies
 Groundcovers

Our SHADE selection features a variety of

Hosta
 Solomon Seal
 Coral Bells
 Persicaria
 Woodland Phlox
 Epimedium

***We will be following COVID protocols - masks are required and please respect social distancing guidelines.**



Certified Organic Herbs, Mason Bee Houses, and local Honey will also be offered.

Proceeds from the Plant Sale are used for the West Newbury Garden Club Scholarship
We hope to see you there!

Town Manager

From: [REDACTED] on behalf of John Guilfoil [REDACTED]
Sent: Thursday, May 6, 2021 11:15 AM
To: Town Manager
Subject: Lower Merrimack Valley Regional Collaborative COVID-19 Clinic to Phase Out Weekly Operations in Late May

Display problems? [Open this email in your web browser.](#)

LOWER
**MERRIMACK VALLEY
REGIONAL COLLABORATIVE**

Amesbury | Georgetown | Groveland | Merrimac | Newbury | Newburyport | Rowley | Salisbury | West Newbury

FOR IMMEDIATE RELEASE

Thursday, May 6, 2021

Media Contact: John Guilfoil (PIO)

Phone: 617-993-0003

Email: john@jgpr.net

Lower Merrimack Valley Regional Collaborative COVID-19 Clinic to Phase Out Weekly Operations in Late May

Remaining Weekend Clinics Move to Newburyport's Nock Middle School This Week

Planning for Clinics for Ages 12-16 Underway



More than 800 Pfizer-BioNTech vaccine doses were distributed in Amesbury on Saturday, May 2. (Courtesy Photo)

AMESBURY – The Lower Merrimack Valley Regional Collaborative health clinic administered more than 800 first and second dose Pfizer-BioNTech COVID-19 vaccinations to members of the general public 16 years old and older this past Saturday.

A total of 827 people received a vaccine on May 1. To date, the Collaborative has distributed 22,328 total vaccines.

This weekend, due to athletics at Amesbury High School, the clinic is relocating its operations to the Nock Middle School in Newburyport.

The Collaborative's weekend clinic sessions will sunset a few weeks earlier than expected due to decreasing demand and wider availability of vaccine doses. May 22 will be the last regular weekend vaccine clinic.

"The vast and overwhelming majority of our seniors, homebound and chronically ill residents -- in all nine communities -- have now received their COVID-19 vaccines, and thousands of others have been vaccinated close to home," said Paul Sevigny, the West Newbury Health Agent and one of the clinic's leaders. "We could not be prouder of what we have accomplished as the state's first regional vaccine collaborative."

With approval for the Pfizer-BioNTech vaccine for children ages 12-16 expected any day, the Collaborative will re-assess and will likely run a number of smaller clinics to meet the needs of that age group.

The Collaborative is not going away anytime soon! The group will continue to assess the needs for possible future booster shots, and the Collaborative's nine communities intend to maintain the close working relationships developed during the COVID-19 pandemic.

"We have learned that we can accomplish great things when we all work together," said Amesbury Fire Chief and Public Health Director Ken Berkenbush, who serves as incident commander for the COVID-19 vaccine clinic initiative. "The Lower Merrimack Valley Regional Collaborative has shown that local control is a powerful and effective way to help communities during an emergency, and we want to collectively thank Governor Charlie Baker and the Department of Public Health for putting their faith in our efforts. A lot of people were helped in the Merrimack Valley, many of whom would still be waiting for their vaccines today."

Residents are also encouraged to search the state's website for locations for vaccine appointments: <https://vaxfinder.mass.gov/>

The Lower Merrimack Valley Regional Collaborative comprises Amesbury, Georgetown, Groveland, Merrimac, Newbury, Newburyport, Rowley, Salisbury, and West Newbury.

JGPR is providing communications services to this effort on a pro bono basis.

###



State Senator Bruce Tarr receives his second dose of the Pfizer-BioNTech vaccine on May 1. (Photo courtesy Lower Merrimack Valley Regional Collaborative)

A message from the Lower Merrimack Valley Regional Collaborative

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Distributed by:
John Guilfoil Public Relations LLC
8 Prospect St.
Georgetown, MA 01833
617-993-0003



Town of West Newbury Massachusetts

Published on *Town of West Newbury MA* (<https://www.wnewbury.org>)

[Home](#) > COVID-19 Vaccine Distribution

COVID-19 Vaccine Distribution

Updates regarding Lower Merrimack Valley Regional Collaborative Clinics



The Lower Merrimack Valley Regional Collaborative clinics will end on **Saturday, May 22nd**. Below is the final schedule. We will finish all second doses currently on the schedule, and will no longer publish first dose appointment links. If we have extra doses / open space at our remaining clinics, we will offer first doses to those on the wait list, but will not be able to offer second doses. Anyone who comes in to our Pfizer clinics this month will be responsible for booking their own second dose appointments elsewhere. Signing up for the wait list does not guarantee a spot, but we'll try to accommodate as many people as possible.

**** Wait List:** <https://forms.gle/AaMnKs97N2xfb9fy6> **

Search for vaccination appointments on the Commonwealth website [here](#).

* *The closest vaccination site with Pfizer is the CVS, 259 Main Street, Haverhill, MA.*

Our weekend clinics have moved to Nock Middle School, located at 70 Low Street in Newburyport.

Site Information

Follow signs for parking, enter through the gymnasium / Superintendent entrance near the skate park. The entire site is accessible. Wheelchairs are available on-site for those who need it.

Second Dose Appointments

Our clinics are ending on May 22nd. If you receive a first dose with us at our clinics on May 8th, 15th, 16th or 18th, we will not give you your second dose. You will be responsible for booking your own second dose appointment elsewhere.

Under 18

Anyone under the age of 18 is now required to have a **signed consent form** from a parent/guardian (available online [here](#)). Please make sure to bring it to your appointment. Copies will also be available at the clinics.

Upcoming Clinics

Our remaining clinics are second dose clinics only. We will offer first doses only to fill extra doses, and will NOT be able to schedule second dose appointments.

- **Saturday, May 8, 9AM - 5PM (Pfizer)**

Second dose clinic

Sign up for the wait list (click [here](#)) for possible first doses - Please note that first doses given at this clinic do not come with a second dose appointment. You will be responsible for booking your own second dose appointment elsewhere.

- **Sunday, May 9 - NO CLINIC**

- **Saturday, May 15, 9AM - 3PM (Pfizer)**

Second dose clinic

Sign up for the wait list (click [here](#)) for possible first doses - Please note that first doses given at this clinic do not come with a second dose appointment. You will be responsible for booking your own second dose appointment elsewhere.

- **Sunday, May 16, 9AM - 4:30PM (Pfizer)**

Second dose clinic

Sign up for the wait list (click [here](#)) for possible first doses - Please note that first doses given at this clinic do not come with a second dose appointment. You will be responsible for booking your own second dose appointment elsewhere.

- **Saturday, May 22, 9AM - 1:30PM (Pfizer) - *FINAL CLINIC***

Second dose clinic

Sign up for the wait list (click [here](#)) for possible first doses - Please note that first doses given at this clinic do not come with a second dose appointment. You will be responsible for booking your own second dose appointment elsewhere.

West Newbury Town Office Building Annex 381 Main Street, West Newbury

Site Information

Parking available in the front and rear of the building, enter building through the front entrance (Door B-3). When exiting the parking lot, take a left at the far end of the lot and continue straight to Bachelor Street, left on Bachelor brings you back to Main Street.

Booking Your Appointment

To book an appointment, you will be asked for your name, date of birth, phone number, email (optional), race, ethnicity and insurance information (if applicable). You will receive email confirmation of your appointment. Please check your junk / spam folder.

Upcoming Clinics

- **Week of May 17th, TBD**

Johnson & Johnson Clinic - Available to those age 18 and older only

Sign up [here](#) to be notified of the date and when the appointment link is posted.

Book a Vaccination Appointment

- Pre-registration is now available [here](#) for mass vaccination locations (not regional sites or pharmacy locations)
- Search [here](#) for vaccination appointments on the Commonwealth website
- Residents can call 2-1-1 to make an appointment
- On 2/10, Governor Baker announced that [one caregiver can also get vaccinated with someone 75+](#). Please note: caregivers also need their own appointment and this is [only available at the mass vax sites](#), and is only available for those accompanying someone 75+.
- Residents age 75+ who need transportation to a vaccination site in the Merrimack Valley Area can [contact the MVRTA](#). Rides are \$2 each way.

Wait List

If you are having a hard time getting an appointment, you can fill out [this form](#) for the opportunity to get a last-minute phone call on a clinic day to fill an open spot. If you fill out this form but then get yourself an appointment, please email thayerc@amesburyma.gov so Caitlin can remove you from the list.

Future Clinics

When the vaccine eligibility opens to include the 12-16 year old population, we will re-assess and may run a small number of clinics to handle that group. Depending on the future addition of booster shots, we may run clinics again in the fall. Stay tuned for more information on that, which we'll share when we know more.

Vaccine FAQ

How does the vaccine work?

The vaccine helps our body develop immunity to the virus that causes COVID-19 without us having to get the illness. The mRNA vaccine contains material from the virus that causes COVID-19 and gives our cells instructions for how to make a harmless protein that is unique to the virus. After our cells make copies of the protein, they destroy the genetic material from the vaccine. Our bodies recognize that the protein should not be there and build T-lymphocytes and B-lymphocytes that will remember how to fight the virus that causes COVID-19 if we are infected in the future. Learn more on the CDC website.

How long does it take for the vaccine to work?

It takes time for your body to build protection after any vaccine. COVID-19 vaccines may not protect you for a week or two after your second shot.

What are the side effects of the vaccine?

Some people report feeling pain or swelling in the arm where the shot is administered. Other side effects may include fever, chills, tiredness and headache.

Do I have to pay for the vaccine?

The vaccine (medication) is free. You should not be asked to pay for the vaccine. The administration of the vaccine is covered by health insurance. If you do not have health insurance, you can not be turned away from receiving the vaccine.

If I've had COVID-19, should I still get the vaccine?

Yes, you should. Scientists still don't know how long immunity may last after having COVID-19.

Does the COVID-19 alter my DNA?

No, the COVID-19 mRNA vaccine does not change or interact with your DNA in any way.

If I get the vaccine, do I still need to take COVID-19 health and safety precautions?

Yes, you still need to wear a mask, social distance and wash your hands often. Scientists don't know if those who are vaccinated can carry and transmit the virus to others. We need 75-80% of our population to be vaccinated to reach herd immunity.

Watch out for fraud schemes related to COVID-19 vaccines.

The Office of the Comptroller for the Commonwealth of Massachusetts has put out information related to fraud and schemes surrounding the vaccines. [Read about them](#) and be cautious when someone contacts you related to the vaccines.

The Lower Merrimack Valley Regional Collaborative (LMVRC) is a partnership between Amesbury, Georgetown, Groveland, Merrimac, Newbury, Newburyport, Rowley, Salisbury and West Newbury to hold vaccination clinics in our communities and bring the vaccine closer to home.

Source URL: <https://www.wnewbury.org/home/news/covid-19-vaccine-distribution-0>

Town Manager

From: Paul Sevigny
Sent: Wednesday, April 28, 2021 11:14 AM
To: Michael McCarron; DPW Admin; Town Manager; Fire Chief Dwyer (dwyer@westnewburysafety.org); 'EMA'; David Archibald; Rick Parker
Subject: data
Attachments: Vaccination Data (1).xlsx

I reworked the State's spread sheet. Overall, our region is in excellent shape. The green are the three categories 50 years and above. All towns are above 60% for these age groups. The yellow percentage is the total first doses per capita (removing the 0-19 age individuals)

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

Data as of 5/4/21

Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita	Proportion of town individuals with at least one dose	Fully vaccinated individuals	Fully vaccinated individuals per capita	Proportion of town fully vaccinated individuals	Partially vaccinated individuals	Partially vaccinated individuals per capita	Proportion of town partially vaccinated individuals
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Is the percentage with the 0-19 population removed from the calculation.

Amesbury	0-19 Years	3,582	22%	410	11%	4%	169	5%	2%	241	7%	9%
Amesbury	20-29 Years	1,791	11%	920	51%	9%	548	31%	8%	372	21%	14%
Amesbury	30-49 Years	4,367	26%	2,692	62%	28%	1,793	41%	25%	899	21%	35%
Amesbury	50-64 Years	4,081	25%	3,106	76%	32%	2,368	58%	33%	738	18%	29%
Amesbury	65-74 Years	1,743	11%	1,746	>95%	18%	1,528	88%	21%	218	13%	8%
Amesbury	75+ Years	1,034	6%	912	88%	9%	814	79%	11%	98	9%	4%
Amesbury	Total	16,598	100%	9,786	59%	100%	7,220	43%	100%	2,566	15%	100%
					74%							

Georgetown	0-19 Years	2,249	25%	236	10%	5%	111	5%	3%	125	6%	10%
Georgetown	20-29 Years	883	10%	492	56%	10%	310	35%	9%	182	21%	15%
Georgetown	30-49 Years	2,225	25%	1,289	58%	27%	876	39%	24%	413	19%	34%
Georgetown	50-64 Years	2,161	24%	1,562	72%	32%	1,193	55%	33%	369	17%	30%
Georgetown	65-74 Years	970	11%	825	85%	17%	730	75%	20%	95	10%	8%
Georgetown	75+ Years	498	6%	452	91%	9%	414	83%	11%	38	8%	3%
Georgetown	Total	8,986	100%	4,856	54%	100%	3,634	40%	100%	1,222	14%	100%
					72%							

Data as of 5/4/21

Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita	Proportion of town individuals with at least one dose	Fully vaccinated individuals	Fully vaccinated individuals per capita	Proportion of town fully vaccinated individuals	Partially vaccinated individuals	Partially vaccinated individuals per capita	Proportion of town partially vaccinated individuals
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Is the percentage with the 0-19 population removed from the calculation.

Groveland	0-19 Years	1,516	22%	162	11%	4%	59	4%	2%	103	7%	11%
Groveland	20-29 Years	635	9%	403	63%	10%	251	40%	8%	152	24%	17%
Groveland	30-49 Years	1,539	22%	928	60%	24%	652	42%	22%	276	18%	30%
Groveland	50-64 Years	1,658	24%	1,259	76%	32%	988	60%	33%	271	16%	30%
Groveland	65-74 Years	831	12%	653	79%	17%	604	73%	20%	49	6%	5%
Groveland	75+ Years	667	10%	528	79%	13%	465	70%	15%	63	9%	7%
Groveland	Total	6,846	100%	3,933	57%	100%	3,019	44%	100%	914	13%	100%

71%

Merrimac	0-19 Years	1,287	20%	176	14%	5%	83	6%	3%	93	7%	10%
Merrimac	20-29 Years	702	11%	386	55%	10%	245	35%	8%	141	20%	16%
Merrimac	30-49 Years	1,367	22%	854	62%	22%	607	44%	20%	247	18%	27%
Merrimac	50-64 Years	1,777	28%	1,323	74%	34%	1,015	57%	34%	308	17%	34%
Merrimac	65-74 Years	771	12%	720	93%	19%	640	83%	21%	80	10%	9%
Merrimac	75+ Years	448	7%	426	>95%	11%	393	88%	13%	33	7%	4%
Merrimac	Total	6,353	100%	3,885	61%	100%	2,983	47%	100%	902	14%	100%

76%

Newbury	0-19 Years	1,379	21%	229	17%	5%	64	5%	2%	165	12%	15%
Newbury	20-29 Years	496	8%	360	73%	8%	220	44%	7%	140	28%	13%
Newbury	30-49 Years	1,312	20%	895	68%	20%	608	46%	18%	287	22%	27%
Newbury	50-64 Years	1,910	29%	1,470	77%	34%	1,115	58%	34%	355	19%	33%
Newbury	65-74 Years	1,031	16%	944	92%	22%	846	82%	26%	98	10%	9%
Newbury	75+ Years	478	7%	470	>95%	11%	436	91%	13%	34	7%	3%
Newbury	Total	6,605	100%	4,368	66%	100%	3,289	50%	100%	1,079	16%	100%

81%

Data as of 5/4/21

Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita	Proportion of town individuals with at least one dose	Fully vaccinated individuals	Fully vaccinated individuals per capita	Proportion of town fully vaccinated individuals	Partially vaccinated individuals	Partially vaccinated individuals per capita	Proportion of town partially vaccinated individuals
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Is the percentage with the 0-19 population removed from the calculation.

Newburyport	0-19 Years	3,659	21%	572	16%	5%	242	7%	3%	330	9%	11%
Newburyport	20-29 Years	1,558	9%	930	60%	8%	546	35%	6%	384	25%	13%
Newburyport	30-49 Years	3,828	22%	2,883	75%	23%	1,973	52%	21%	910	24%	31%
Newburyport	50-64 Years	4,548	26%	3,958	87%	32%	3,104	68%	33%	854	19%	29%
Newburyport	65-74 Years	2,453	14%	2,356	>95%	19%	2,117	86%	22%	239	10%	8%
Newburyport	75+ Years	1,714	10%	1,639	>95%	13%	1,449	85%	15%	190	11%	7%
Newburyport	Total	17,759	100%	12,338	69%	100%	9,431	53%	100%	2,907	16%	100%

82%

Rowley	0-19 Years	1,420	23%	174	12%	5%	68	5%	3%	106	7%	11%
Rowley	20-29 Years	566	9%	332	59%	9%	179	32%	7%	153	27%	16%
Rowley	30-49 Years	1,441	23%	843	58%	23%	547	38%	20%	296	21%	32%
Rowley	50-64 Years	1,598	26%	1,211	76%	33%	913	57%	34%	298	19%	32%
Rowley	65-74 Years	771	12%	702	91%	19%	645	84%	24%	57	7%	6%
Rowley	75+ Years	382	6%	388	>95%	11%	367	>95%	13%	*	*	*
Rowley	Total	6,180	100%	3,650	59%	100%	2,719	44%	100%	*	*	*

76%

Salisbury	0-19 Years	1,624	18%	135	8%	3%	38	2%	1%	97	6%	8%
Salisbury	20-29 Years	1,038	12%	375	36%	8%	229	22%	6%	146	14%	12%
Salisbury	30-49 Years	1,928	22%	921	48%	19%	618	32%	17%	303	16%	26%
Salisbury	50-64 Years	2,432	27%	1,669	69%	35%	1,233	51%	35%	436	18%	37%
Salisbury	65-74 Years	1,170	13%	1,026	88%	22%	896	77%	25%	130	11%	11%
Salisbury	75+ Years	661	7%	602	91%	13%	536	81%	15%	66	10%	6%
Salisbury	Total	8,853	100%	4,728	53%	100%	3,550	40%	100%	1,178	13%	100%

66%

Data as of 5/4/21

Town	Age Group	Population	Proportion of town population	Individuals with at least one dose	Individuals with at least one dose per capita	Proportion of town individuals with at least one dose	Fully vaccinated individuals	Fully vaccinated individuals per capita	Proportion of town fully vaccinated individuals	Partially vaccinated individuals	Partially vaccinated individuals per capita	Proportion of town partially vaccinated individuals
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Is the percentage with the 0-19 population removed from the calculation.

West Newbury	0-19 Years	979	24%	160	16%	6%	72	7%	3%	88	9%	13%
West Newbury	20-29 Years	297	7%	238	80%	8%	142	48%	6%	96	32%	14%
West Newbury	30-49 Years	839	21%	639	76%	22%	451	54%	20%	188	22%	28%
West Newbury	50-64 Years	1,135	28%	953	84%	33%	747	66%	34%	206	18%	31%
West Newbury	65-74 Years	544	13%	632	>95%	22%	569	>95%	26%	63	12%	9%
West Newbury	75+ Years	241	6%	274	>95%	9%	242	>95%	11%	32	13%	5%
West Newbury	Total	4,036	100%	2,896	72%	100%	2,223	55%	100%	673	17%	100%
					86%							



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: Select Board
FROM: Angus Jennings, Town Manager
DATE: May 7, 2021
RE: Board Reorganization

Traditionally, the Board reorganizes at its first regular meeting following a Town Election.

The following Board appointments are typically considered:

- Chair
- Vice Chair
- Clerk

School Building Committee

In addition, it is recommended that the Board designate a representative to the School Building Committee following the recent conclusion of Selectman Glenn Kemper's term.

Other Committee designations

The Board members also serve as representatives to the following Committees:

- Capital Improvements Committee (Rick Parker)
- CPC (Rick Parker)
- Investment Policy Committee (David Archibald)

All current appointments above were made last year with effective dates through June 30, 2021. I therefore recommend making any new designations to these Committees effective as of July 1, so that these working Committees maintain continuity through the remainder of the fiscal year. (This is also a plus for writing clearer year-end Town Reports). You could take up these appointments on Monday, or defer the Board's Committee designations until June to align with the overall Committee reappointment process.

Town Manager

From: Town Manager
Sent: Tuesday, April 27, 2021 6:17 PM
To: Dennis Lucey; Paul Kelly
Subject: RE: ZBA

Thanks Dennis, we'll add this for the 5/10 Select Board agenda. While you'd of course be welcome, you don't need to attend unless you'd like to do so. 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: Dennis Lucey [REDACTED]
Sent: Tuesday, April 27, 2021 6:10 PM
To: Paul Kelly [REDACTED]; Town Manager <townmanager@wnewbury.org>
Subject: Re: ZBA

Good Evening,
Our ZBA meeting this evening reminded me that I never responded to this email. I would be available to serve on the ZBA as a full member. Sorry for missing the recent Selectman meeting.
Angus - Can you please add to an upcoming agenda?
Thanks, Dennis

On Fri, Apr 9, 2021 at 11:25 PM [REDACTED] wrote:

Hi Dennis,
Could you confirm to Angus that you are interested in becoming a full member of the ZBA?
Thank you.
Paul Kelly

----- Original Message -----

Hi Paul,

If you can confirm that Dennis also shares this interest, we can put his request for appointment on the April 26th Select Board agenda. When he and I last corresponded re the topic a few months ago, I recall he had a full plate and wasn't at that time available for full-time appointment, but it sounds like that may have changed.

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: [REDACTED]
Sent: Thursday, April 8, 2021 10:01 AM
To: Selectboard <selectboard@wnewbury.org>
Subject: ZBA

Gentlemen,
It is the sense of the zoning board of appeals that Dennis Lucey be promoted to full membership.
Paul Kelly
Chair, ZBA

--
Dennis Lucey

[REDACTED]

Town Manager

From: Residents Admin
Sent: Saturday, April 24, 2021 8:09 AM
To: Town Manager; Finance Admin
Subject: FW: WNGC question

Good Morning Lori~

The Agenda for the Select Board meeting for April 26th has be finalized; I will forward your request for the next meeting concerning a rain date for the WNGC to the Town Manager's Office.

Enjoy this beautiful day.

~annie

Annie Sterling
Residents Services Administrator
Town of West Newbury
381 Main Street
West Newbury, MA 01985
978-363-1100 ext 113
residents.admin@wnewbury.org

-----Original Message-----

From: lori boudrow [REDACTED]
Sent: Friday, April 23, 2021 4:31 PM
To: Residents Admin <residents.admin@wnewbury.org>
Subject: WNGC question

Hi Annie,

Could we get a request on the BOS 5/10 meeting, we like to plan rain date of Sunday, May 16 for our Plant Sale. I am assuming it's too late for the Monday 4/26 meeting! We should have thought of this sooner!

Let me know if I need to submit anything in writing.

Thank you,

Lori Boudrow
[REDACTED]

Special Event Application

Organization or Group Myopia Hunt
 Person Making Reservation Cindy Forte
 Mailing Address [Redacted] West Newbury
 Phone [Redacted] e-mail [Redacted]
 Event Date: May 11 2021 Start Time 9:30 AM End 12:30 pm
 Reason for Event Fox hunt
 Number of attendees 15 +/-



Check Appropriate Block:

Resident Non-resident
 Fund Raising Group Non-Profit Commercial Other

Submit your application (with all maps, diagrams and attachments as required).

Provide a Schedule of Events along with a Sketch Plan which addresses:

1. The location of the event on the property Maudslay State Park
2. For road or walk race, a detailed map of the route on file
3. Features and attractions _____
4. Participant circulation _____
5. Proposed parking including how you will handle overflow parking _____
6. Any proposed road closures _____

7. Location of trash receptacles and dumpsters n/A

8. Location of temporary toilet facilities n/A

9. Accessible routes for the disabled or mobility impaired n/A

10. Locations, size and number of any tents, trailers or temporary structures
10 +/- trailers

11. Location, size, and description of any signage or banners
n/A

12. If food will be served or sold at the event, you must contact the West Newbury Board of Health to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event.
n/A

13. If Police Details and/or Firefighters/EMTs will be required, contact the West Newbury Police Department and West Newbury Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit. We will provide crossers

14. Provide a Certificate of Insurance to the Town Manager's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance _____

Name: Myopia Hunt Event: Fox hunt

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property. If the application is submitted less than 60 days before the event, the applicant must pay a \$100 administrative fee or has the option of changing the date. The administrative fee applies to all for profit and nonprofit persons or organizations.

Cynthia A. Fote 04/25/21
Individual/Authorized Signature for Group Date

Chief of Police's Signature: approved via email Date: 4-27-2021

Requests and comments:
Must provide own people to assist w/ street crossings

Fire Chief's Signature: _____ Date: _____

Requests and comments:

Approval granted if signed here by Board of Selectmen: _____ Date: _____

Requests and comments:

Horse Route for Myopia Hunt Club

Date: Tuesday, May 11, 2021 - 9:30 - 12:30pm



Trail Map Prepared for
West Newbury Police Department

Copyright ©2017 Map prepared on Sept 21, 2017 by:



WEST NEWBURY
OPEN SPACE COMMITTEE

Visit: www.westnewburyopenspace.net

Special Event Application

Organization or Group Myopia Hunt
Person Making Reservation Cindy Foster
Mailing Address [Redacted] W.N.
Phone [Redacted] e-mail [Redacted]
Event Date: May 22 Start Time 7:30 AM End
Time 10:30 AM
Reason for Event fox hunt
Number of attendees 15 +/-

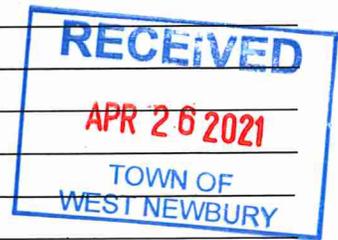
Check Appropriate Block:

Resident Non-resident
 Fund Raising Group Non-Profit Commercial Other

Submit your application (with all maps, diagrams and attachments as required),

Provide a Schedule of Events along with a Sketch Plan which addresses:

1. The location of the event on the property 52 Ash St
2. For road or walk race, a detailed map of the route on file
3. Features and attractions -
4. Participant circulation -
5. Proposed parking including how you will handle overflow parking -
6. Any proposed road closures no



7. Location of trash receptacles and dumpsters n/a

8. Location of temporary toilet facilities n/a

9. Accessible routes for the disabled or mobility impaired n/a

10. Locations, size and number of any tents, trailers or temporary structures
15' horse trailers

11. Location, size, and description of any signage or banners n/a

12. If food will be served or sold at the event, you must contact the West Newbury Board of Health to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event.

n/a

13. If Police Details and/or Firefighters/EMTs will be required, contact the West Newbury Police Department and West Newbury Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit. we'll provide crossers

14. Provide a Certificate of Insurance to the Town Manager's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance _____

Name: Myopia Hunt Event: fox hunt

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property. If the application is submitted less than 60 days before the event, the applicant must pay a \$100 administrative fee or has the option of changing the date. The administrative fee applies to all for profit and nonprofit persons or organizations.

Cynthia A. Forte 04/25/21
Individual/Authorized Signature for Group Date

Chief of Police's Signature: approved via email Date: 4.28.21

Requests and comments:

Must provide own people to assist with street crossings

Fire Chief's Signature: Approved via email Date: 4.28.21

Requests and comments:

none

Approval granted if signed here by Board of Selectmen: _____ Date: _____

Requests and comments:

Ash St Ride from NEER North - Myopia

Horse Route for Myopia Hunt Club

Myopia Ride - Ash Street

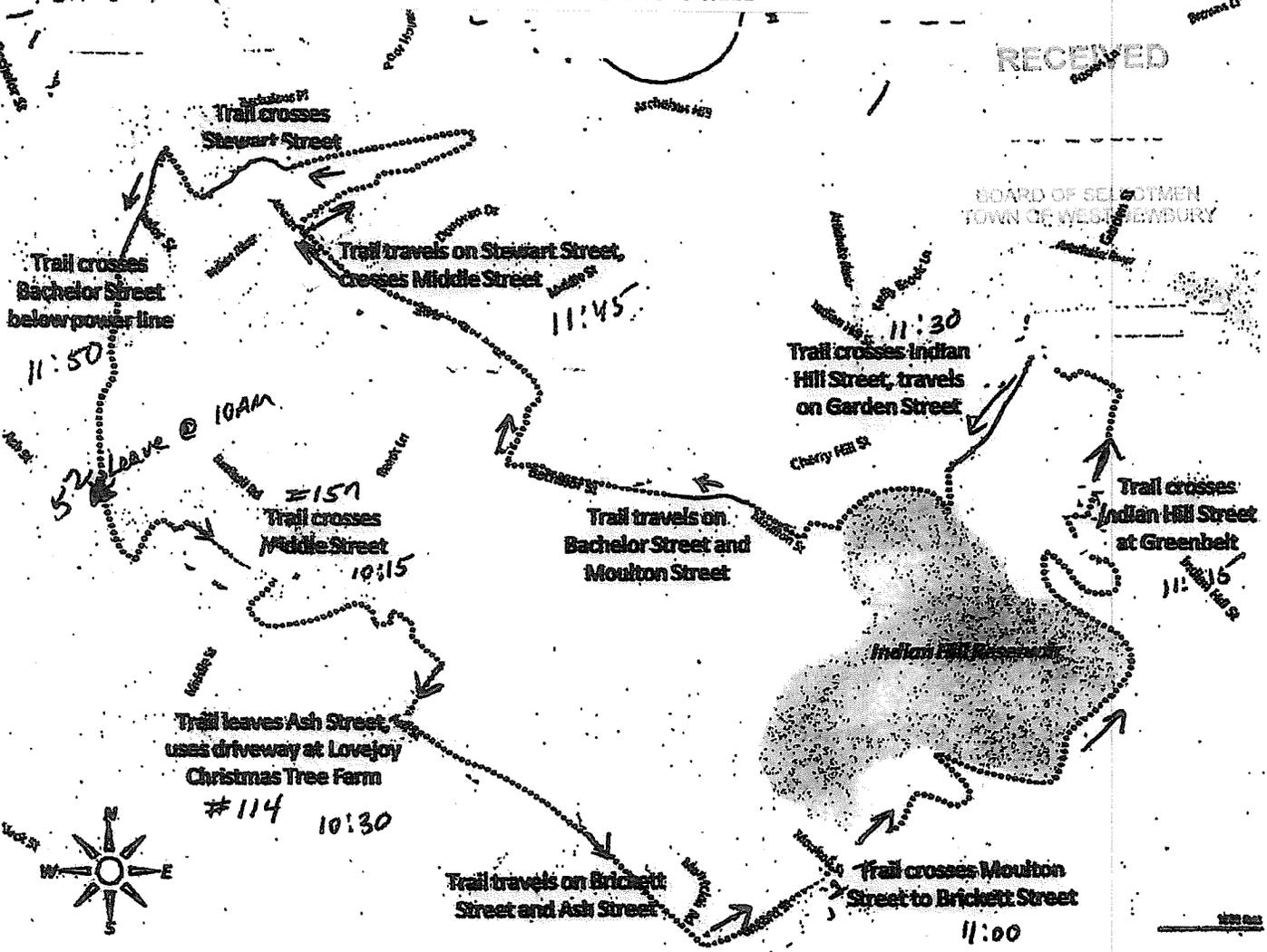
Date: May 22, 2021

Start: 7:30 am - 10:30am

Date:

RECEIVED

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY



**Trail Map Prepared for
West Newbury Police Department**

Copyright ©2017 Prepared on Oct 2, 2017 by:

**WEST NEWBURY
OPEN SPACE COMMITTEE**
Visit: www.westnewburyopenspace.net

508
284 4022
Mary
27

Special Event Application

Organization or Group Myopia Hunt

Person Making Reservation Cindy Forte

Mailing Address [Redacted] WN

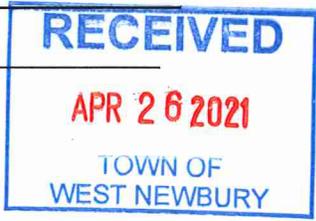
Phone [Redacted] e-mail [Redacted]

Event Date: June 1 Start Time 9:30 AM End

Time 12:30 AM

Reason for Event fox hunt

Number of attendees 15 +/-



Check Appropriate Block:

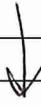
Resident Non-resident

Fund Raising Group Non-Profit Commercial Other

Submit your application (with all maps, diagrams and attachments as required).

Provide a Schedule of Events along with a Sketch Plan which addresses:

1. The location of the event on the property in file Pipestone

2. For road or walk race, a detailed map of the route 

3. Features and attractions _____

4. Participant circulation _____

5. Proposed parking including how you will handle overflow parking

parking lot near riding rings

6. Any proposed road closures no

7. Location of trash receptacles and dumpsters n/a
8. Location of temporary toilet facilities n/a
9. Accessible routes for the disabled or mobility impaired n/a
10. Locations, size and number of any tents, trailers or temporary structures
15 +/-
11. Location, size, and description of any signage or banners
n/a
12. If food will be served or sold at the event, you must contact the West Newbury Board of Health to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event.
n/a
13. If Police Details and/or Firefighters/EMTs will be required, contact the West Newbury Police Department and West Newbury Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit. We'll provide crossers
14. Provide a Certificate of Insurance to the Town Manager's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance attached

Name: Myopia Hunt Event: fox hunt

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property. If the application is submitted less than 60 days before the event, the applicant must pay a \$100 administrative fee or has the option of changing the date. The administrative fee applies to all for profit and nonprofit persons or organizations.

Cynthia A. Forte 04/25/21
Individual/Authorized Signature for Group Date

Chief of Police's Signature: Approved via email Date: 4.28.2021

Requests and comments:

must provide own people to assist with street crossings - especially main st. crossing.

Fire Chief's Signature: Approved-via email Date: 4.28.2021

Requests and comments:

none

Approval granted if signed here by Board of Selectmen: Date: _____

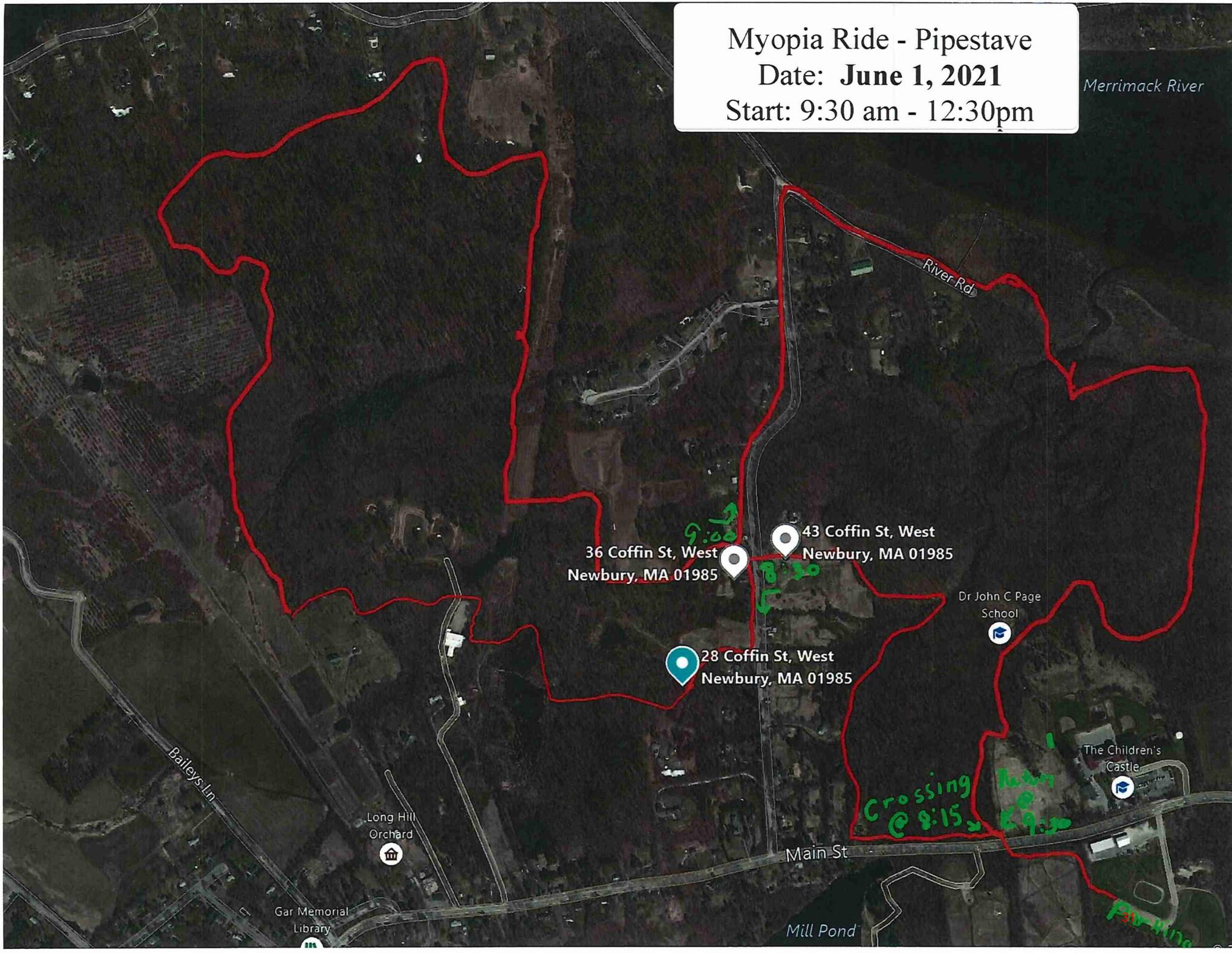
Requests and comments:

Myopia Ride - Pipestave

Date: **June 1, 2021**

Start: 9:30 am - 12:30pm

Merrimack River



36 Coffin St, West
Newbury, MA 01985

43 Coffin St, West
Newbury, MA 01985

28 Coffin St, West
Newbury, MA 01985

Dr John C Page
School

The Children's
Castle

Baileys Ln

Long Hill
Orchard

Gar Memorial
Library

Main St

Mill Pond

Crossing @ 8:15

30 miles



E

Special Event Application

Organization or Group Yukan Sports LLC
 Person Making Reservation Rich Morrell
 Mailing Address [Redacted] Rockport, MA 01966
 Phone [Redacted] e-mail [Redacted]
 Event Date: 6/13/21 Start Time 8am End
 Time 11am
 Reason for Event Road Race: Town and Country Half Marathon
 Number of attendees @ 300

Check Appropriate Block:

Resident Non-resident
 Fund Raising Group Non-Profit Commercial Other

Submit your application (with all maps, diagrams and attachments as required).

Provide a Schedule of Events along with a Sketch Plan which addresses:

- The location of the event on the property 40 Parker St.
Newburyport, MA 01950
- For road or walk race, a detailed map of the route Please see attached
- Features and attractions _____
- Participant circulation _____
- Proposed parking including how you will handle overflow parking _____
- Any proposed road closures _____

7. Location of trash receptacles and dumpsters

Aid Station Near: 43 Moulton St, West Newbury
62 South St, West Newbury

8. Location of temporary toilet facilities

9. Accessible routes for the disabled or mobility impaired

10. Locations, size and number of any tents, trailers or temporary structures

11. Location, size, and description of any signage or banners

"RACE" arrow signs on telephones poles

12. If food will be served or sold at the event, you must contact the West Newbury Board of Health to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event.

13. If Police Details and/or Firefighters/EMTs will be required, contact the West Newbury Police Department and West Newbury Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit.

14. Provide a Certificate of Insurance to the Town Manager's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance

Name: Rich Morvell

Event: Town and Country Half Marathon

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property. If the application is submitted less than 60 days before the event, the applicant must pay a \$100 administrative fee or has the option of changing the date. The administrative fee applies to all for profit and nonprofit persons or organizations.

[Signature]
Individual/Authorized Signature for Group

4/30/21
Date

Chief of Police's Signature: Approved via email

Date: 5/3/2021

Requests and comments:
no comments

Fire Chief's Signature: approved via email

Date: 5/1/2021

Requests and comments:
If EMS support is needed let the WNF D know - a detail will be assigned

Health Agent approved via email

Date: 5/3/21

Approval granted if signed here by Board of Selectmen: _____ Date: _____

Requests and comments:

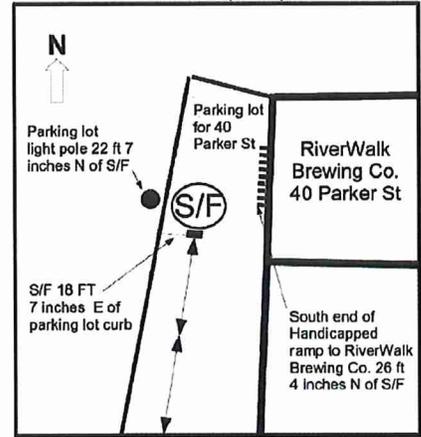
Town & Country Half Marathon

(21.0975 km)
Newburyport, Massachusetts

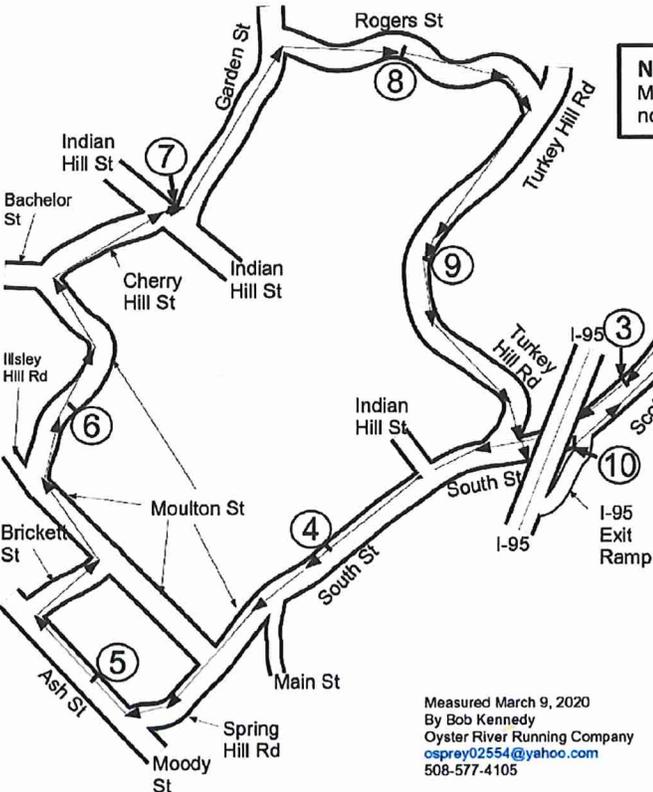
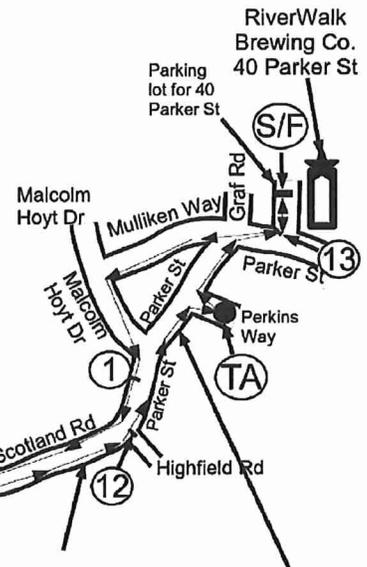
Start/Finish & Turnaround marked with PK-Nail and a spot of blue paint (UP = Utility Pole).

- Start/Finish:** On west side of 40 Parker Road parking lot 18 ft 7 inches east of the parking lot curb, 22 ft 7 inches S of a parking lot light pole, & 26 ft 4 inches S from end of handicapped ramp to the RiverWalk Brewing Co. on opposite side.
- Mile 1:** On northwest side of Parker St 18 ft 3 inches SW of a storm drain on same side, & 8 ft 3 inches SW of the southwest side of 104 Parker St (pink bldg) on opposite side.
- Mile 2:** On north side of Scotland Rd 56 ft NE of UP 64 84 on same side but opposite northeast side of Scotland Heights Dr.
- Mile 3:** On northwest side Scotland Rd 27 ft NE of "Massachusetts State Police Newbury" sign in grass opposite driveway for 193 Scotland Rd.
- Mile 4:** On northwest side of South St 66 ft NE of UP 27 20 with "Speed Limit 30 & Caution Children" signs & about 130 ft NE of driveway for 50 South St.
- Mile 5:** On northeast side of Ash St even with southeast side of driveway for 220 Ash St.
- Mile 6:** On east side of Moulton St 9 ft S of UP 46 46 on opposite side, about 150 ft SW of unmarked driveway for a house high on hill.
- Mile 7:** On north side of Indian Hill St at the beginning of intersection with Garden St & 25 ft E of mailboxes for 55 & 57 Indian Hill.
- Mile 8:** On south side of Rogers St 35 ft W of UP 11 11, about 95 ft W of "Raw Milk Eggs" farm sign, & about 150 ft E of 40 Rogers mailbox.
- Mile 9:** On east side of Turkey Hill Rd at beginning of sharp curve about 75 ft SW of double yellow curve signs on opposite side.
- Mile 10:** On south side of South/Scotland Sts 38 ft W of I-95 West Exit Ramp & opposite I-95 West Entrance Ramp.
- Mile 11:** On south side of Scotland Rd 9 ft W of "Speed Limit 45" sign on same side & about 130 ft W of driveway for 105 Scotland.
- Mile 12:** On southeast side of Scotland/Parker Sts in the middle of the intersection with Highfield Rd.
- Turnaround (TA):** In middle of Perkins Way 17 ft 6 inches E of a red Fire Hydrant & 88 ft 10 inches E of UP with no # both on north side of Perkins Way, UP is opposite east side of driveway for 4 Perkins Way.
- Mile 13:** On west side of the entrance to the parking lot for 40 Parker St, 23 ft S of "Parking for 40 Parker Street Business Only..." sign, & 12 ft 6 inches N of the white shoulder line on north side of Parker St.

Start/Finish (S/F) Detail



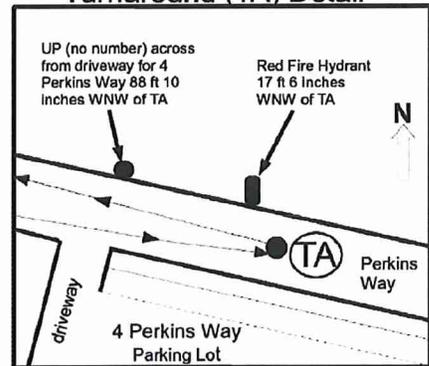
USATF Certificate
MA20002BK
Effective: 03/19/2020
Through: 12/31/2030



Note: Map not drawn to scale. Many streets and cross streets not on map.

Restrictions: Runners restricted to the wide shoulder to the right of the white shoulder line of Parker St, Scotland Rd & South St going out and returning.

Turnaround (TA) Detail



Measured March 9, 2020
By Bob Kennedy
Oyster River Running Company
osprey02554@yahoo.com
508-577-4105



2021 Preparedness Plan / Health and Safety Plan

The following protocols and procedures will be in place to eliminate gatherings and establish social distancing during the event:

Pre-Race Check-In

- Cones will be used as markers to indicate where participants can stand while checking in to adhere to the 6-foot social distancing guidelines.
- In front of each tent will be a clear plastic covering to separate the staff and participants. Runners will receive their race bibs and t-shirts and will be asked to leave the area.
- No race-day registration or other transactions will be allowed.
- Participants will be given a very specific appointment time to start and a specific appointment window of 30 minutes before their assigned start time to arrive at registration.

Start Line Protocol

- The event will implement a "time trial wave" format that will facilitate social distancing for the event. Participants will be seeded based off their self-submitted paces and will be sorted by pace from fastest to slowest.
- Runners will be provided with a specific start time along with a very specific time for parking, check-in time, and report to corral time.
- Start times will be based on pace / seed times. Exact start times to be assigned/emailed with bib number assignment prior to the event.
- Two runners (side-by-side, 6 feet apart) will start every 10 seconds.
- Runners will not be allowed to run with friends or change start time due to COVID-19 protocols.
- To reduce the number of touchpoints between the participants, volunteers and staff, shirt size exchanges will not be available. Runners will receive the shirt size ordered during registration.

On-Course Protocol

- Runners are to remain socially distanced while running on the course.
- Water stations will not be offered. Runners are to bring their own hydration to the event.

Finish Line Protocol

- Post-race hydration and nutrition will be provided in pre-packaged snacks. These collection points will be self-serve by the participant.
- There will be no awards ceremony. Race results will be posted online.
- Participants will be asked to leave once they have picked up their medals and post-race snack.

Spectators

- Spectators are discouraged from coming to the event and will be prohibited from entering runner areas at the check-in, start, and finish line locations.

Town Manager

From: Town Manager
Sent: Thursday, May 6, 2021 2:09 PM
To: Pentucket Music-Boosters
Cc: Annie Sterling (residents.admin@wnewbury.org)
Subject: RE: Request - Pentucket Music Boosters

Hi Kevin,

As per prior correspondence, your request will be included on the May 10 Select Board agenda for signage at the following locations:

in front of 1910 Building
 Training Field
 along the road near Pipestave/Page
 Stewart/Main
 Church/Bridge
 Crane Neck/Main
 Church/Main

If you'd like to attend the mtg, the zoom login will be included on the agenda posted to the Town website by 5:30pm today.

Once you provide specific language you'd like posted to the Town's Facebook, website and LED sign on this initiative, my office can get that done.

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: Selectboard
Sent: Thursday, April 29, 2021 3:25 PM
To: Pentucket Music-Boosters [REDACTED]
Cc: Annie Sterling (residents.admin@wnewbury.org) <residents.admin@wnewbury.org>
Subject: RE: Request - Pentucket Music Boosters

Thanks. I've shared your request re Cammett Field and Ferry Park w the Parks & Rec Commission and recommended that they take this up at their mtg tonight. You need not attend, though it's a public mtg and of course anyone is welcome. The login info is on the agenda posted to the Town website.

The Select Board will take up your request on May 10th.

My office can post to web, Facebook, email blast whenever you send the specific content you'd like shared.

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: Pentucket Music-Boosters [REDACTED]
Sent: Wednesday, April 28, 2021 2:53 PM
To: Selectboard <selectboard@wnewbury.org>
Subject: Re: Request - Pentucket Music Boosters

Hi Angus,
Thanks for helping us out. This is a very important initiative, essentially our only job right now. As you can assume, music education is in trouble pretty much everywhere in the wake of the pandemic. I hope we can help revive it! We would love it if you could put the word out through any means possible. I'll put together some wording that makes sense for both the reader board and online postings and get back to you.
In addition to the two parks & rec locations, the locations I've been told would be best would be in front of town hall, Training Field, along the road near Pipestave/Page, Stewart/Main, Church/Bridge, Crane Neck/Main, Church/Main.
Thanks again!
-Kevin

On Wed, Apr 28, 2021 at 1:48 PM Selectboard <selectboard@wnewbury.org> wrote:

Hi Kevin,

This is a great initiative, thanks for reaching out! The Select Board's next regular mtg is May 10th and at that time can take up the request to place signs within roadway rights-of-way. (The Board needs to approve this per [policy](#)). From past experience I know they'll want to know where these signs would be placed, so if you could please send requested locations on or before May 6th we'll include these in the Board's mtg packet. (I can advise that the Board in the past has not been favorable toward locations such as the traffic island at Garden and Main, due to concern about vehicular sight distance for cars exiting Garden. I do expect the Board would approve some amount of signage in locations that would not raise safety concerns).

In the meantime, my office can (and is happy to) send News/Announcements through the Town website/email list; post to the Town Facebook page; and/or put notice on the LED sign in front of the public safety building. We don't need Board approval to do so, so if you send the specifics (both to me and to Jennifer Walsh, finance.admin@wnewbury.org) we can post whatever, typically on short turnaround.

Finally, there are a couple of properties under the care and custody of the Parks & Rec Commission, and you would need their approval to post any signage there. This includes Cammett Park (Bachelor Street fields), and Ferry Landing. The Commission meets tomorrow night at 7:30 and, while this request isn't on the posted agenda, there is a similar request from another organization on their agenda tomorrow night and I don't see a reason why they couldn't take it up tomorrow night since it was not known at the time the agenda was posted. I'll go ahead and forward your request to the Chair Jack Foley in anticipation that you may want to put signs in either or both of these locations.

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: Pentucket Music-Boosters [REDACTED]
Sent: Tuesday, April 27, 2021 8:59 AM
To: selectmen@townofmerrimac.com; Selectboard <selectboard@wnewbury.org>; Kworden@grovelandma.com
Cc: [REDACTED]
Subject: Request - Pentucket Music Boosters

Good morning,

The Pentucket Music Boosters, on behalf of the music program of the Pentucket School District, would like to request that each of the district's towns grant permission to place standard 18x24 yard signs in prominent public areas throughout the towns in order to promote elementary music ensemble sign-ups.

The Boosters have been tasked with helping to "rebuild" Pentucket's music programs in the wake of the pandemic in order to help restore it to its former enrollment levels. These signs are a great way to remind elementary students and parents that it's time to sign up for music ensembles.

We anticipate placing these signs for approximately one month beginning the weekend of May 10th and we will ensure that all signs are retrieved (to be re-used next year) before the end of June.

Thank you,

Kevin Berube

Pentucket Music Boosters



Town of West Newbury

Select Board

381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 113
selectboard@wnewbury.org

NOTICE OF PUBLIC MEETING

Pursuant to the provisions of Chapter 82, Section 22 of General Laws, you are hereby notified that the Select Board will hold a public meeting on Monday, May 10, 2021 at 7:00 p.m. at the West Newbury Town Offices (“1910 Building”), 381 Main Street, to consider whether Cortland Lane should be laid out as a public way. Public participation will be by remote participation (instructions below).

Said roadway is shown more particularly on a plan entitled “Street Acceptance Plan for Cortland Lane,” dated October 4, 2004, prepared by Apple Associates, Inc., a copy of which is on file with the Town Clerk’s office.

If the Select Board decides to lay out Cortland Lane as a public way, and Town Meeting accepts the layout of Cortland Lane as a Town way, the Select Board will acquire the fee to and/or easements in the roadways and any drainage, access, utility or other related easements on lots abutting or located near said roadway by purchase, gift, and/or eminent domain.

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 Select Board 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: 971 2042 3801

Passcode: 426687

Join at: <https://zoom.us/j/97120423801?pwd=S0cvam91aGNPQWEraXVDODhoWjlHUT09>

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.

Select Board Adopt Order of Layout and File Layout with Town Clerk

TOWN OF WEST NEWBURY

ORDER OF LAYOUT OF CORTLAND LANE

Whereas the Select Board of the Town of West Newbury, acting pursuant to G.L. c. 82, §§21-24, having deemed that common convenience and necessity require the acceptance of Cortland Lane as a town way, hereby lays out the Cortland Lane as a public way, all as shown on the plan referenced below, and

Whereas the boundaries of the layout of Cortland Lane are shown on a plan entitled “Street Acceptance Plan for Cortland Lane,” dated October 4, 2004, prepared by Apple Associates, Inc., which plan was referred to the Planning Board and which plan is hereby adopted as a part of this order, and all land lying within the layout of the Cortland Lane is hereby laid out as a public way.

The aforementioned plan is hereby forwarded to the Town Clerk for filing and the foregoing layout is hereby reported to the Town for acceptance.

Adopted: _____, 2021.

TOWN OF WEST NEWBURY,
By its Select Board

David W. Archibald, Chair

Richard Parker, Member

Wendy Reed, Member

Filed in the office of the

Town Clerk, _____, 2021.
Town Clerk, Attest



**TOWN OF WEST NEWBURY
OFFICE OF THE PLANNING BOARD
381 MAIN STREET
WEST NEWBURY MA 01985
978-363-1100 X125 Fax: 978-363-1119**

April 22, 2021

West Newbury Select Board
c/o Angus Jennings, Town Manager
West Newbury Town Offices
363 Main Street
West Newbury, MA 01985

Re: Layout of Cortland Lane as a Town Way

Dear Mr. Jennings:

At the meeting of the West Newbury Planning Board (the "Board") held on Tuesday, April 20, 2021, Members discussed the April 12, 2021 letter from David Archibald, Select Board Chair regarding the laying out of Cortland Lane as a Town Way. After due consideration, the Board voted unanimously to reaffirm the vote that the Board took on this topic on February 14, 2006, which is, "To see if the Town will approve the actions of the Board of Selectmen in laying out Cortland Lane as a public way under the provisions of Massachusetts General Laws Chapter 82, Sections 21 through 23 and to approve the name designated as Cortland Lane. The layout for Cortland Lane is shown on a plan entitled 'Road Acceptance Plan for Cortland Lane' dated 10/04/04."

Regards,

Leah Zambarnardi, Town Planner
On behalf of the West Newbury Planning Board

Cc: Town Clerk
file

ARTICLE 17. FinCom: Approve. Report of the Planning Board accepted into the record. Motion by Planning Board member Ann Bardeen. Voted 78 to 17 to amend the Town of West Newbury Zoning Bylaw by striking Section 8.A.4.c. from the bylaw and substituting the following:

“c. In the case of appeals, applications or petitions to the Zoning Board of Appeals, except special permit applications as provided for in the preceding subsection, the Zoning Board of Appeals shall make its decision within 100 days after the date of filing of the appeal, application or petition, as provided in Massachusetts General Laws Chapter 40A, Section 15.”

ARTICLE 18. FinCom: Approve. Report of the Planning Board accepted into the record. Motion by Planning Board member Ann Bardeen. Voted 94 to 1 to amend the Town of West Newbury Zoning Bylaw by striking Section 5.A.3.f., in its entirety, including sub-sections i) through x) from the bylaw.

ARTICLE 19. FinCom: Approve. Report of the Planning Board accepted into the record. Motion by Planning Board member Brian Murphey. Voted 91 to 4 to amend the Town of West Newbury Zoning Bylaw by adding a new Section 5F, entitled Inclusionary Housing Requirements. The proposed amendment is on file with the Town Clerk, and was incorporated into the motion by reference.

ARTICLE 20. FinCom: Approve. Motion by Chair of the Board of Selectman Ann O'Sullivan. Voted unanimously to approve the actions of the Board of Selectmen in laying out Cortland Lane as a public way under the provisions of Massachusetts General Laws c. 82, § 21 through 23, and to approve the name designated as Cortland Lane. The layout for Cortland Lane is shown on a plan entitled "Road Acceptance Plan for Cortland Lane" dated October 4, 2004 and such plan is on file in the Town Clerk's Office.

ARTICLE 21. FinCom: Approve. Motion by Selectman Richard Cushing. Voted to amend the Town of West Newbury Bylaws, by revising Town Bylaw "XII. Hunting By-law" by amending Section 1 to read as follows:

No person shall hunt or fire or discharge any firearms on any private property or property owned or controlled by the Town of West Newbury except with the written consent of the owner or the legal occupant thereof, and such consent shall be carried at all times by any person hunting and upon request shall be shown to any police officer, or officer of the Department of Conservation, or the property owner or his agent. For purposes of this paragraph, the Board of Selectmen shall be deemed to be the owner or legal occupant of any property owned or under the control of the Town of West Newbury.

A motion was made to amend the main motion to add the language: "provided however that should permission be granted by the Selectmen then the land shall be posted and abutters notified at the expense of the hunter," and the motion was seconded. This motion to amend failed.

ARTICLE 22. FinCom: Approve. Motion by Selectman Glenn Kemper. Voted to adopt amendments to the Pentucket Regional School District Agreement as read by the Moderator, namely, by re-lettering Section X. BUDGET A TO B and inserting a new subsection A as follows:

A. There shall be a regional finance advisory committee, comprised of the following: one selectmen from each member town annually appointed by each member town's Board of Selectmen; the finance director, or person holding such position by whichever title it may be known, from each member town; the Regional District School Committee Chair, or his/her designee; and the District Superintendent and/or Business Manager. The regional finance advisory committee will meet, from time to time, with the Regional District School Committee Chair, the Superintendent and/or Business Manager to discuss financial matters that may impact the District and/or the towns, including budget calendars and timelines, content and detail of budgets, revenue estimates and other revenue matters, capital budget items and use of excess and deficiency funds. The chairmanship of the Advisory Committee shall rotate annually among the members from each of the towns.

ARTICLE 23. FinCom: Approve. Motion by Selectman Glenn Kemper. Voted to adopt amendments to the Pentucket Regional School District Agreement as read by the Moderator, namely, by adding to the end of Section X. BUDGET A TO B a new subsection:

Town Manager

From: Tom Salvo [REDACTED]
Sent: Friday, May 7, 2021 1:27 PM
To: Town Manager
Subject: Ocean Meadow Trash
Attachments: updated BUDGET BREAKDOWN.xlsx; updated Condo assessed values_taxes_trash calc'n.xlsx; OM vs WN Trash costs.xlsx; TOWNS REIMBURSEMENT OR PENDING 6-2019 (1).pdf

Hi Angus,

Thanks for getting us onto the upcoming Select Board agenda.

Attached are 4 documents with updated (FY21) numbers and they can replace the ones you already have (any spreadsheets sent to Leah had 2018 values).

The first document is simply an updated version of the Budget Breakdown that was sent earlier.

The 2nd document is a spreadsheet showing another way of evaluating OM's tax contribution toward trash and recycling.

The 3rd document shows the Town's potential savings if reimbursement was used rather than trash pickup.

The 4th document is the same 2019 document you already received about Towns currently/pending providing trash pickup or reimbursements.

I hope you receive these in time to distribute to the Board.

Thanks again for your assistance.

Be safe, stay healthy, wear a mask.

Tom

From: Town Manager <townmanager@wnewbury.org>
Sent: Thursday, May 6, 2021 10:17 AM
To: Tom Salvo [REDACTED]
Subject: RE: Meeting request

Tom,
I'd be happy to speak with you, please call me at your convenience.

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: Tom Salvo [REDACTED]
Sent: Tuesday, May 4, 2021 1:56 PM
To: Town Manager <townmanager@wnewbury.org>
Subject: Meeting request

Hello Mr. Jennings,

I would like to set up a time to meet with you regarding a town issue that has recently come to my attention. Please let me know what days/times would work for you and I am sure I will be able to accommodate them.

Thanks!

Be safe, stay healthy, wear a mask.

Tom Salvo

[REDACTED]
West Newbury, MA

		WEST NEWBURY BUDGET FY21*				OCEAN MEADOW TOTALS	
		% OF GARBAGE	% BY CATEGORY	Avg INDIVIDUAL Costs			
TOTAL GENERAL TOWN GOVERNMENT	\$	1,099,472.00	6.65%	\$	612.82	\$	34,317.94 3.12%
TOTAL PUBLIC SAFETY	\$	2,009,506.00	12.15%	\$	1,120.05	\$	62,722.94 3.12%
TOTAL EDUCATION	\$	8,831,545.00	53.40%	\$	4,922.50 xxx	\$	275,660.02 3.12%
TOTAL DEPT OF PUBLIC WORKS	\$	1,195,163.00	7.23%	\$	666.16	\$	37,304.76 3.12%
Trash + Recycling	\$ 450,660.00	2.72%				\$ 14,066.50	
TOTAL HUMAN SERVICES	\$	761,853.00	4.61%	\$	424.64	\$	23,779.80 3.12%
TOTAL CULTURE & RECREATION	\$	377,826.00	2.28%	\$	210.59	\$	11,793.13 3.12%
TOTAL DEBT SERVICE	\$	356,000.00	2.15%	\$	198.43	\$	11,111.87 3.12%
TOTAL BENEFITS/INSURANCE	\$	1,406,716.00	8.51%	\$	784.07	\$	43,907.99 3.12%
STABILIZATION	\$	500,000.00	3.02%	\$	278.69	\$	15,606.56 3.12%
	\$	16,538,081.00	100.00%	\$	9,217.95	\$	516,205.00 **
				\$	10,400.00		

APPROX 56% OF MONEY BEING COLLECTED FROM OCEAN MEADOW SERVICES ARE NOT BEING PROVIDED

\$ 289,726.52
56.13%

THEREFORE THE TOWN CURRENTLY COLLECTS FROM THE OM OWNERS FOR GARBAGE COLLECTION APPROX **\$14,066**

*Town information obtained from the FY22 Budget FinCom booklet dated 4/27/21

** Ocean Meadow total valuation obtained from WN Assessors Property Record cards (Patriotproperties.com) on 5/7/21

Town		Ocean Meadow		Total valuations	11,813,100	22,878,100		34,691,200	**
FY21 Final Budget*				# of Units	22	34		56	
		Total Valuation:	34,691,200		Ridgeway	Moody		Combined	
Total Budget:	16,552,681	FY21 Tax Rate:	14.88		622,400	654,000	604,300		
		Total Annual Taxes	516,205		635,200	727,000	808,200		
Trash	384,600				613,700	662,800	763,900		
Recycling	66,000				182,700	729,400	800,400		
Total Trash & Recycling	450,600				612,300	816,600	602,200		
					622,900	186,000	785,800		
%age for Tr & Rec	2.72%	% toward Tr & Rec	2.72%		598,800	665,700	755,400		
		\$ amt toward Tr & Rec	14,052		604,700	707,400	775,300		
					619,500	771,200	716,200		
					638,300	770,400	666,700		
					590,200	784,300	641,800		
					181,800	605,200	686,500		
*Town information obtained from the FY22 Budget FinCom booklet dated 4/27/21					605,900	657,100	702,300		
** Ocean Meadow information obtained from WN Assessors Property Record cards (Patriotproperties.com) on 5/7/21					179,200	181,800	652,500		
					643,800	704,600			
					605,700	603,300			
					584,000	613,900			
					181,500	597,800			
					579,100	799,800			
					567,200	678,300			
					763,300				
					580,900				

TOWN OF WEST NEWBURY DATA:					
				trash exp	\$384,660.00
year	pop*	households*		recycle exp	\$66,000.00
2019	4581	1659		TOTAL	\$450,660.00
				ANNUAL COST PER HOUSEHOLD =	\$271.65
				MONTHLY COST PER HOUSEHOLD =	\$22.64
OCEAN MEADOW DATA:					
				trash exp	combined
year	pop	households		recycle exp	combined
2020	95	56		TOTAL	TBD
				ANNUAL COST PER HOUSEHOLD =	TBD
				MONTHLY COST PER HOUSEHOLD =	TBD
Comparison Cost for 56 units:					
		Town	OM	Difference	
		ANNUAL COST =	\$15,212.15	TBD	TBD
		MONTHLY COST =	\$1,267.68	TBD	TBD
					per year
					per month
*household information obtained from towncharts.com >>>					
2019 American Community Survey census data					

**LIST OF TOWNS WHERE CONDOMINIUM COALITIONS ARE ACTIVELY
SEEKING TRASH SERVICES**

1. Stoughton
2. Leominster
3. Braintree
4. Walpole
5. Winthrop
6. Newton
7. Grafton
8. Danvers
9. Rockland
10. Waltham
11. Agawam
12. Hopkinton
13. Peabody
14. Middleboro
15. Lowell
16. Concord
17. Amesbury
18. Arlington
19. Malden
20. Townsend
21. Holliston
22. Melrose
23. Wrentham
24. Andover
25. W. Springfield

26. South Amherst

MUNICIPALITIES WHICH HAVE RECENTLY APPROVED TRASH PICK-UP

1. Marlboro
2. Revere
3. Salem
4. Lynn
5. Reading
6. Stoneham
7. Watertown
8. Burlington
9. Haverhill
10. Quincy
11. Northboro **
12. Ipswich
13. Dracut
14. Chelmsford
15. Medford
16. Woburn
17. Weymouth
18. Newburyport
19. Randolph
20. Canton
21. Beverly
22. Tewksbury
23. Arlington
24. Waltham – Recycling Only
25. Methuen – Recycling Only
26. Holden
27. Milford
28. Norwood
29. Springfield
30. Billerica
31. Mansfield
32. Taunton
33. Framingham
34. Tyngsboro
35. Everett
36. Dedham
37. Ludlow

** Approved for certain condominiums

From: [Leah Zambernardi](#)
To: [Michael McCarron](#); [Paul Sevigny \(psevigny@wnewbury.org\)](mailto:psevigny@wnewbury.org); [Town Manager](#); [DPW Director](#)
Subject: FW: [Town of West Newbury MA] Amend special permit (Sent by Tom Salvo, Tsalvo978@hotmail.com)
Date: Thursday, April 1, 2021 2:18:00 PM

Hi all,

I had a call with two of the owners at Ocean Meadow today. They are aware of the automated trash pickup program, and it has rekindled their desire to get Town trash pickup and re-initiate communications with the Town on this. The owners were Tom Salvo & Rich Miller. They indicated they spoke with Michael, not sure when, and they believe that private trash pickup is a requirement of the special permit from the early 2000's. I looked through the OSPD Special Permit and Definitive Plan Approvals and the Trust documents and see no reference to private trash pickup as a requirement. The documents do require that the HOA is responsible for services, repairs, maint with respect to the road and the stormwater management system, but not trash pickup. Given it's a private road, I assume that is why they have private trash pickup. It seems to me that the only role the PB would have would be if they requested that the road become public – which isn't possible due to all the waivers the developer received, I think. It seems to be more of a capacity and funding issue - not to mention that it would be precedent setting for other private developments. As you can tell, I have no idea how to handle this. I'm emailing you all because you might be involved with the decision making on this – could we discuss?

Leah J. Zambernardi, AICP
Town Planner
Town of West Newbury Planning Office
381 Main Street
West Newbury, MA 01985
1-978-363-1100 ext. 125

Planning Office Hours: Monday, Tuesday and Thursday from 9:30 a.m. to 2:30 p.m.

It has been determined by the Commonwealth of Massachusetts Office of the Secretary of State that emails are a public record. Please keep this in mind when writing or responding to this email.

From: [Michael McCarron](#)
To: [Leah Zambernardi](#); [Paul Sevigny](#); [Town Manager](#); [DPW Director](#)
Subject: RE: [Town of West Newbury MA] Amend special permit (Sent by Tom Salvo, [REDACTED])
Date: Thursday, April 1, 2021 3:20:52 PM

My apologies if I misspoke, but I was under the impression that the exclusion of trash pickup was part of the Planning Board review (Isn't that the case for Daley and Follensbee??). I do believe that it is documented somewhere, but that was before my time.

Michael P. McCarron
Town Clerk
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Tel 978-363-1100 ext 110

From: [Tom Salvo](#)
To: [Leah Zambernardi](#)
Cc: [Rich Miller](#)
Subject: Re: Ocean Meadow Planning Board Permits
Date: Thursday, April 1, 2021 8:02:36 PM
Attachments: [BUDGET BREAKDOWN.xlsx](#)
[TOWNS REIMBURSEMENT OR PENDING 6-2019 \(1\).pdf](#)

Hello Leah,

Thank you once again for taking the time to speak with Rich Miller and me this afternoon.

Attached please find the two documents that Rich referred to in our telephone conversation earlier today:

The first document (an Excel Spreadsheet) indicates that in FY18 (latest data available when this sheet was created), Ocean Meadow (OM) contributed 3.89% of the entire Town Budget, and, consequently, OM contributed \$12,317.45 toward Town Trash Expenses that year (3.89% of the Town Trash Expense of \$316,680.00).

The second document contains two lists of MA cities and towns: one list shows towns that have recently (as of 2019) approved trash pickup for condominiums and the other list shows towns in which condominium communities are actively seeking trash services. As Rich pointed out in our conversation, if the "approved" list were updated, the length of the list would probably be increased substantially since over the past two years as many as ten more towns have approved condominium trash pickup.

I hope you find this information useful and we look forward to speaking with you again next Wednesday or Thursday.

Please note that I received the two documents you sent, forwarded them to Rich, and we are each in the process of reviewing them. Thank you.

I have also included Rich on this email so that you will have his email address for future correspondence.

Thanks again!

Be safe, stay healthy, wear a mask.

Tom

From: [Leah Zambarnardi](#)
To: [Michael McCarron](#)
Subject: RE: [Town of West Newbury MA] Amend special permit (Sent by Tom Salvo, [REDACTED])
Date: Monday, April 5, 2021 3:32:00 PM

Hi Michael – It was the case for Daley (and probably Follinsbee too). This is the language we used for Daley.

Daley Drive has been approved as a Private Road. The project has not been submitted nor has it been approved as a Definitive Subdivision and as such shall not be construed to be a Public Road.

- a. As a Private Road, the Town is not responsible for snow and ice control, snow removal, maintenance and/or repairs to the roadway or other infrastructure, including drainage facilities, or rubbish pick-up, in perpetuity.

- b. Condition I.a. shall be noted in the Condominium Documents and in the Restrictive Covenants as in perpetuity.

Leah J. Zambarnardi, AICP
Town Planner
Town of West Newbury Planning Office
381 Main Street
West Newbury, MA 01985
1-978-363-1100 ext. 125

Planning Office Hours: Monday, Tuesday and Thursday from 9:30 a.m. to 2:30 p.m.

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From: [Leah Zambarnardi](#)
To: [Tom Salvo](#)
Cc: [Rich Miller](#); [Paul Seigny \(pseigny@wnewbury.org\)](mailto:pseigny@wnewbury.org); [Michael McCarron](#)
Subject: RE: Ocean Meadow Planning Board Permits
Date: Wednesday, April 7, 2021 11:01:00 AM

Hello Tom,

I had a chance to look through our files and talk with Michael McCarron. We could not find any reference to a requirement for private trash pickup in the Planning Board's approval documents for Ocean Meadow. It is interesting because there is such a requirement for some of the more recent projects, which is why Michael thought that would be the case with Ocean Meadow. Given this, Michael advised, and I agree, that you should consult with the Board of Health about logistics, but ultimately it will most likely be a policy decision of the Select Board (previously the Board of Selectmen). I've copied Michael and the Board of Health Agent, Paul Seigny so they are in the loop and can weigh in.

Leah J. Zambarnardi, AICP
Town Planner
Town of West Newbury Planning Office
381 Main Street
West Newbury, MA 01985
1-978-363-1100 ext. 125

Planning Office Hours: Monday, Tuesday and Thursday from 9:30 a.m. to 2:30 p.m.

It has been determined by the Commonwealth of Massachusetts Office of the Secretary of State that emails are a public record. Please keep this in mind when writing or responding to this email.

From: [Tom Salvo](#)
To: [Leah Zambernardi](#)
Subject: Re: Ocean Meadow Planning Board Permits
Date: Wednesday, April 7, 2021 11:34:07 AM

Hi Leah,

Thank you for the information. Rich and I had also examined the documents and could find nothing about trash pickup either.

Rich and I will talk and then move on to discussing this with the Health Board, Select Board, or wherever.

Thanks again!

Be safe, stay healthy, wear a mask.

Tom

From: [Blake Seale](#)
To: [Leah Zambenardi](#); [Tom Salvo](#); [REDACTED]; [Paul Sevigny](#); [Town Manager](#)
Cc: [Bob Janes](#); [REDACTED]; [Jane Krafton](#)
Subject: Re: FW: Ocean Meadow Planning Board Permits
Date: Wednesday, April 7, 2021 4:26:12 PM

Leah and all this is Blake J. Seale a member of the West Newbury Board of Health. After reading the last email on April 7, 2021 at 11:00 am from the Town Planner I don't think that Mr. Salvo or Mr. Miller should contact and consult with the Board of Health on this issue. I believe that this issue should be taken up with the Selectman and or the Town Manager first. The Board of Health cannot make these decisions. Once again contact the Selectman and or the Town Manager.

Thank you
Blake J. Seale
[REDACTED]

On Wed, Apr 7, 2021 at 11:45 AM Paul Sevigny <psevigny@wnewbury.org> wrote:

I think the trash and recycle process is all spelled out in the condo documents. So should not be surprise. And it not an town accepted road way

From: [Michael McCarron](#)
To: [David Archibald](#); [Town Manager](#)
Cc: [Leah Zambenardi](#)
Subject: RE: Ocean Meadow Planning Board Permits
Date: Thursday, April 8, 2021 10:25:54 AM

My review with Leah indicates that the condition that disposal would be the obligation of the condo association was not placed in the Special Permit or the Definitive Plan Approval for Ocean Meadow. However, there is that condition in the Special Permits for Cottage Advisers in both developments.

The process in other cities and towns is to restrict trash pickup to residential developments with four units or less.

Michael P. McCarron
Town Clerk
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Tel 978-363-1100 ext 110

From: David Archibald <darchibald@wnewbury.org>
Sent: Thursday, April 8, 2021 6:34 AM
To: Town Manager <townmanager@wnewbury.org>
Cc: Michael McCarron <mmccarron@wnewbury.org>
Subject: Re: Ocean Meadow Planning Board Permits

Ultimately my decision would be whether it is or is not mentioned in planning board documents . If we did change our opinion would there be retroactive ramifications?
Archie

Sent from my iPhone

On Apr 7, 2021, at 5:54 PM, Town Manager <townmanager@wnewbury.org> wrote:

Not for Monday's agenda, but below FYI/for future reference.

Begin forwarded message:

From: Blake Seale [REDACTED]
Date: April 7, 2021 at 4:52:19 PM EDT
To: Town Manager <townmanager@wnewbury.org>

Town Manager

From: COA
Sent: Tuesday, May 4, 2021 2:26 PM
To: Town Manager
Cc: Paul Sevigny; Residents Admin; Town Accountant
Subject: Re: Programming

Thank you for the response.

As long as the weather holds up we could do the programming outside but with the weather we have been having I wanted to have a back up plan. We have limited our classes to 10 residents and will continue to do so for the foreseeable future.

I will get a list of tentative dates ready for you.

Thanks so much!

Theresa

On May 4, 2021, at 2:20 PM, Town Manager <townmanager@wnewbury.org> wrote:

Theresa,

Access to the building is still by appointment only. In light of the Governor's recent guidance, we're evaluating a timeline for when and under what guidelines we'll reopen for public access. I plan to schedule a zoom staff mtg to discuss this further on May 18th. We'll send around an invite later this week.

We have allowed use of the Annex for things like voting and blood drives, with sign-off from Health re COVID protocols, but haven't yet opened it for other events or programs. Re use of the Annex for COA programming, please provide a request with dates and proposed activities. I can review this with Health and with the Select Board to see if the Board wants to revise its guidance to allow some use of Town facilities.

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: COA <coa@wnewbury.org>
Sent: Tuesday, May 4, 2021 12:49 PM
To: Paul Sevigny <psevigny@wnewbury.org>
Cc: Town Manager <townmanager@wnewbury.org>
Subject: Programming

Good Afternoon-

I just wanted to check and see where the town is on having programming in the building. We are looking to start some outdoor programs this spring/summer. But with the weather uncertain we are hoping to have a back-up plan if needed. Will we be able to utilize the annex? Does the town have a plan going forward on when we will be opening up or when we will be able to have residents in the building?

Thanks so much!

Theresa

Theresa Woodbury

Director

West Newbury Council on Aging

381 Main Street

West Newbury, Ma. 01985

Phone: 978-363-1104

Fax: 978-363-1117

Like us on Facebook: [West Newbury COA](#)



Town of West Newbury

Board of Selectmen

381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 115 | selectmen@wnewbury.org

March 15, 2020

FOR IMMEDIATE RELEASE

New Limitations on In-Person Access to Town Buildings

Effective Immediately

The Board of Selectmen met in emergency session this morning. In order to minimize unnecessary social interactions, the Board approved limitations on in-person public access, but keeping the buildings open to employees to allow the town government to function while reducing possible viral spread.

The Board established the following policies:

Town Offices

Town Hall main door (and other) entrances locked at all times.

All materials such as tax receipts, nomination papers, planning board materials, dog license applications, building permits and fees, etc. can be left in the box in the entrance lobby. Any time sensitive materials that require a date/time stamp will be taken care of by the particular Department or Board by telephoning ahead of time. If the document needs to be time stamped, the department will arrange for the member of the public needing assistance to be let in for such. Contact numbers will be provided in the lobby and on the town website.

Any late fees, i.e. for licenses, etc. will be waived until March 30, 2020.

Town Facilities Use

Any and all use of town facilities by outside groups is cancelled until March 30, 2020.

Boards and Commissions Meetings

Any and all meetings of town boards commissions are suspended until March 23, 2020 unless approved by the Town Manager. This will allow for set up and organization of procedures and facilities for remote usage.

All non-essential congregations of people cancelled. Meals on Wheels will continue.

Town Employees

Town employees will report to work as usual. Any employee who themselves or a member of their household is diagnosed or experiencing any viral symptoms (see CDC website) should not report to work. For any full or part time employees usual pay will continue. If the employee has accumulated sick time that will be used first. Those full time and hourly employees who are without remaining sick time will continue to receive their usual pay regardless. Maintain records.

Library staff will also continue to report to work at the library per prior direction of the Board of Trustees. If circumstances arise, library employees may be cross trained to help with Town Hall or COA functions.

By vote of the Board of Selectmen, the above policies are in effect as of March 16, 2020 and will be revised and/or revisited before March 30, 2020.

Angus Jennings
Town Manager



**Town of West Newbury
Board of Selectmen
Monday, March 25, 2020 @ 4pm**
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2020 APR 15 AM 10:32

Open Session: 4pm by remote participation (see below)

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 15, 2020 Order imposing strict limitation 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:

GoToMeeting

Phone: (872) 240-3311

Access Code: 165-640-541

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 Town of West Newbury website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as practicable after the meeting.

The meeting was called to order at 4:14 p.m. by Chairman David Archibald.

Participation at the Meeting:

- ❖ Board of Selectmen: David Archibald, Glenn Kemper and Richard Parker
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Assistant to Town Manager and Finance Department, Jennifer Walsh

Regular Business

- A. Review of proposed policies regarding coronavirus/COVID-19 protocols

Chairman David Archibald reviewed the new regulations for trash and recycling. All trash and recyclables, including cardboard, must be in barrels. Our vendor G. Mello will not pick up any loose material including cardboard due to the fact that COVID-19 can live on a variety of surfaces. He also recommended that everyone read the Board of Health COVID-19 update that is posted to the Town's website containing valuable information on how to protect yourself and others

The Board of Selectmen met in emergency session on March 18, 2020 to establish guidelines and policies that will help to reduce spread of the virus while allowing town government to continue operations. A summary of actions taken is contained in the agenda packet. These limitations were set through a specified date and the purpose for tonight's agenda is to review and extend the policies.

The Board also reviewed the town-posted closures of town playgrounds, play structures and basketball courts in the ongoing efforts to help prevent the spread of COVID-19. Athletic fields are closed to group gatherings and sporting activities/events. Town parks remain open and residents are encouraged to continue using public, open spaces with their facilities while practicing the CDC guidelines for social distancing and hygiene.

Motion was made by Selectman Richard Parker to extend limitations indefinitely and to allow the Town Manager to review conditions weekly and make the determination on when to lift the restrictions, seconded by Selectman Glenn Kemper.

Discussion: Selectmen Glenn Kemper brought forward the question of postponement of Town Meeting and Town Election. Town Manager Angus Jennings informed the Board that a joint meeting of the Finance Committee, Moderator, Board of Selectmen, Town Manager and Town Council is set for Monday, March 30, 2020 and among items for discussion will be potential postponement of Town Meeting and/or Town Election.

Yes 3, No 0

Further Discussion: Town Manager Angus Jennings informed the Board that the work-from-home policy is an ongoing process with each of the Department Head's to assign employees work based on what can be done remotely and defining what of their job is essential. He is working with Town Accountant/Business Manager Stephanie Fronteira and Town Clerk/Town Council Michael McCarron to develop HR best practices and put forth a short-term Telecommuting Agreement. (A draft of the agreement is contained in the agenda packet) He asked the Board if they agree and want to vote the Agreement or if his office has the authority to put it out.

Motion was made by Selectman Glenn Kemper to support the Town Manager's authority in putting out a Telecommuting Agreement with any employee working from home, seconded by Selectman Richard Parker.

Yes 3, No 0

B. Meeting minutes: March 16, 2020; March 18, 2020.

Draft minutes are contained in the agenda packet.

Motion was made by Selectman Glenn Kemper to approve the minutes of March 16, 2020 as written, seconded by Selectman Richard Parker.

Yes 3, No 0

No action was taken on the minutes of March 18, 2020

C. Follow up meeting assignments; and placing items for future agendas

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to adjourn the meeting at 4:48 p.m.

Yes 3, No 0

Respectfully submitted, Jennifer Walsh

Approved by Board of Selectmen 3-0 on 4/13/2020

Town Manager

From: Town Manager
Sent: Wednesday, May 5, 2021 9:49 AM
To: Donna Holaday
Cc: Matthew Coogan (mcoogan@cityofnewburyport.com); Jon-Eric White
Subject: Bridge MOU with Newburyport
Attachments: NBPT_West_Newbury_Bride_Repair_MOU_FINAL_Executed.pdf

Hi Mayor Holaday,

I hope this finds you well.

Obviously the news we got a few weeks ago re est. bridge costs was not good. We're continuing to go forward with our proposal to Town Meeting on May 22nd to authorize \$600k toward the bridge, knowing that this amount is no longer expected to be sufficient to cover the Town share of costs. Assuming this passes, we would be prepared to go to a Special Town Meeting in the fall to authorize a remaining amount as needed.

It will be helpful to understand the City's current position on this project. Has the Council taken up the \$300k included in your initial proposed Capital Program? If not, when is this likely to come up? West Newbury is interested to follow this process and happy to participate in meetings with the Council, individual Councilors, or others if/as helpful. We continue to think that it will be in both communities' best interest to press forward with the project, since construction costs in the coming years can only be expected to increase (especially if there ends up being a Federal infrastructure bill). On the other hand, once the project is fully permitted and "shovel ready," perhaps there will be new opportunities to leverage State or Federal grant funds.

We would like to work with your office on the MOU, which is effective until September so will need to be revisited this summer and, hopefully, re-executed before then. As you know this is written to credit both communities equally for the \$1M MassWorks grant and the \$500k MassDOT grant, so it will be important to reaffirm this agreement so we can both plan accordingly for anticipated costs beyond these amounts.

I'm hoping we can schedule a time to talk sometime before our May 22nd Town Meeting, so that we're prepared to respond to questions residents may have regarding whether the current agreement with the City is expected to carry forward. We'd like to have an agreed timeline to bring the MOU through the Council process sometime prior to our next MassWorks quarterly report due on June 30th.

Please let me know your availability and we can book something –

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

CITY OF NEWBURYPORT



 IN CITY COUNCIL

ORDERED:

**Agreement By and Between
The City of Newburyport and the Town of West Newbury
Regarding Allocation of Costs for Evaluation, Design and Repair of
The Plummer Spring Road/Middle Street Bridge**

This Agreement is made as of this 17th day of September, 2020, by and between the City of Newburyport, a Massachusetts municipal corporation with its main office at City Hall, 60 Pleasant Street, Newburyport, MA 01950 (hereinafter referred to as “Newburyport”) and the Town of West Newbury, a Massachusetts municipal corporation with its main office at the 1910 Office Building, 381 Main Street, West Newbury, MA 01985 (hereinafter referred to as “West Newbury”).

RECITALS

Whereas, Newburyport and West Newbury in accordance with M.G.L. c. 40 §4A are authorized to enter into an agreement with another governmental unit to perform jointly or for that unit’s services, activities or undertakings which any of the contracting units is authorized by law to perform; and

Whereas, Newburyport and West Newbury desire to enter into an Agreement to share the costs to evaluate the condition of the Plummer Spring Road/Middle Street Bridge over the Artichoke Reservoir (the “Bridge”) situated on the border between Newburyport and West Newbury, and to share the costs of designing, bidding and making necessary repairs to the Bridge (the” Bridge Project”); and

Whereas, Newburyport and West Newbury both desire to work cooperatively in order to complete the repairs to the Bridge in the most expeditious fashion; and

Whereas, Newburyport has been authorized to enter into this agreement by vote of its City Council and approval of its Mayor; and

Whereas, West Newbury has been authorized to enter into this agreement by vote of its Board of Selectmen.

Now, therefore, in consideration of the mutual promises contained herein, Newburyport and West Newbury agree to the following terms, conditions and provisions.

1. **Effective Date and Term; Renewal:** This Agreement shall become effective when fully executed by Newburyport and West Newbury on the day first above written and shall continue, if renewed in accordance with the provisions hereinafter contained, until the completion of the Bridge Project.

The initial term of this Agreement shall be one year from the date first written above. The parties shall review the status of the Bridge Project on an annual basis and may renew this Agreement with such amendments as are mutually agreed upon; provided, however, that in no event shall the term of this Agreement, including any renewal thereof, exceed twenty-five (25) years. Any renewal shall be executed by the Mayor of Newburyport on behalf of the City of Newburyport and the Town Manager of the Town of West Newbury on behalf of the Town of West Newbury.

2. **Cost Sharing; Estimated Project Cost:** Newburyport and West Newbury mutually agree that they shall share equal responsibility for all aspects of the Bridge Project, including but not limited to, the costs of evaluation, project design, permitting, bidding, scheduling, oversight, construction, and contractor payment, to the extent that work is not undertaken by employees of Newburyport or West Newbury (all of whose costs and expenses shall be paid by their respective employer). To that end, Newburyport and West Newbury shall obtain the authorization of the other prior to incurring any such costs. Cost sharing shall pertain solely to work directly related to the Bridge Project, and shall be subject to appropriation.

The estimated Bridge project cost is contained in Appendix A attached to this Agreement. Funding, including any additional funding sources as described herein, shall be provided to address the costs as listed in Appendix A. Should additional funds for the Bridge Project in excess of this estimated cost be required, such additional costs shall be expressly subject to appropriation by both parties. Periodic financial statements shall be issued to both parties with respect to expenditures undertaken for the Bridge Project.

Notwithstanding anything set forth above, each party reserves the right to petition for an apportionment of the costs associated with the Bridge Project in accordance with the provisions of M.G.L. Ch. 84 §2.

3. **Cooperation:** Newburyport and West Newbury agree to work together to complete the Bridge Project design, bidding and repair as expeditiously as possible. Newburyport and West Newbury agree to use diligent efforts to obtain without undue delay, any required local, state or federal permit, clearances, approvals, and/or waivers for the Bridge Project. Newburyport and West Newbury acknowledge that each party has received grant funding for the completion of the Bridge Project, Newburyport having received a MassDOT grant and West Newbury having received a MassWorks grant, the terms and requirements of such grants being incorporated herein by reference. In the interest of complying with such grant requirements, the Bridge project must be completed by June 30, 2023.

4. **Liability:** Each party hereto shall be liable and responsible for the negligent or intentional acts of its employees, agents and contractors with respect to the Bridge Project, and shall hold each other harmless from any claims arising therefrom, to the extent permitted by law.

5. **Additional Funding Sources:** Newburyport and West Newbury agree to use their best efforts to secure such grants, reimbursements or other sources of funding for the Bridge Project. All such additional funding sources for the Bridge Project, whether received prior to or after the date of this Agreement shall reduce each party's obligations for costs by one half of the amount secured. The parties agree to comply with all terms and conditions set forth in such grants, reimbursements or other sources of funding.

6. **Notice and Change of Circumstances:** Each party shall promptly notify the other of any legal impediment, change of circumstances, including but not limited to changes in funding availability, insurance requirements, city or town approvals, or any condition or event which may adversely affect each party's ability to carry out any of its obligation, under this Agreement. Any request, demand, authorization, direction, notice, consent, waiver or other document provided or permitted by this Agreement to be made, given, furnished or filed with one party by another party shall be in writing and shall be delivered by hand or by certified mail, return receipt requested, or by overnight delivery service, in an envelope addressed to:

NEWBURYPORT:

Office of the Mayor
Newburyport City Hall
60 Pleasant Street
Newburyport, MA 01950

WEST NEWBURY:

Town Manager
1910 Office Building
381 Main Street
West Newbury, MA 01985

7. **Governing Law:** This Agreement is to be governed and construed in accordance with the laws of the Commonwealth of Massachusetts.

8. **Severability:** If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions shall remain in force and unaffected to the fullest extent permitted by law and regulations.

9. **Modification and Amendment:** This Agreement may be modified or amended only by written mutual agreement of the Parties.

10. **Designation of Project Coordinator:** Newburyport and West Newbury shall each designate an employee to act as the Project Coordinator who will be the point of contact for all aspects of the Bridge Project for that party. Each Project Coordinator shall be copied on all correspondence or other communication with any third party involved in the Bridge Project. In the event of the temporary absence or unavailability of a Project

Coordinator, the Parties may designate a temporary Project Coordinator for the duration of such absence or unavailability.

11. **Oversight:** Newburyport and West Newbury agree that their respective employees, agents and officials shall have access to the Bridge during the pendency of this Agreement. Newburyport and West Newbury agree to promptly notify the other in the event that such party considers any work connected with the Bridge Project to be not in compliance with this Agreement, the Bridge Project contract issued pursuant to the joint Invitation for Bids (“IFB”), or applicable federal, state or local laws and applicable regulations.

12. **Joint Invitation for Bids (“IFB”):** Newburyport and West Newbury shall prepare and advertise for a joint IFB for the construction of the Bridge Project and shall jointly open and evaluate bids and award a contract to the selected eligible and responsible bidder.

13. **Entire Agreement:** This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

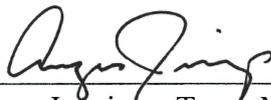
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

City of Newburyport

Town of West Newbury



Mayor
Duly authorized
By 11-0 vote of the
Newburyport City Council
AUGUST 31, 2020



Angus Jennings, Town Manager
Duly authorized
By unanimous 3-0 vote of the
West Newbury Board of Selectmen
June 8, 2020

July 6, 2020

Jon-Eric White, PE
City Engineer
Department of Public Services
16C Perry Way
Newburyport, MA 01950

RE: MOU - Preliminary Cost Estimate

Dear Jon-Eric

Below is the preliminary cost estimate based on the 30% design status of the Plummer Spring Road/Middle Street Bridge Replacement. The estimate is for the bridge type selected at the September 23rd, 2019 public hearing.

- 45'-0" span spread box beam
- 24'-0" roadway width with one 5'-6" sidewalk
- and S3-TL4 bridge rail
- Overall width 32'-6"
- Integral abutment on piles
- Preliminary Cost Estimate = \$2.6 M

The preliminary cost estimate does not include a contingency. For budgeting purposes, the two communities may find it prudent to include a contingency. At this preliminary design stage MassDOT usually includes a 20% contingency for bridge projects of similar magnitude.

Sincerely,

BSC Group, Inc.



Micah Morrison, PE, SE
Manager of Structural Engineering

cc: Peter Reed

\\bscbos\bos\Projects-BOS\2839500\PrjCtrl\Submissions\Cost Estimate for MOU.docx

Engineers
Environmental
Scientists
Custom Software
Developers
Landscape
Architects
Planners
Surveyors

Motions for Special Town Meeting

May 22, 2021

Article 1: NO MOTION

Article 2: I move that the Town transfer from the Capital Stabilization Fund the sum of \$33,000 for all costs and expenses pertaining to the repair and replacement of the fire alarm system at the John C. Page School building Any remaining funds will be closed out to the Capital Stabilization Fund at the close of Fiscal Year 2023.

Article 3: I move that the Town transfer from Community Preservation Act funds, undesignated fund balance, the sum of \$104,850 for all costs and expenses pertaining to the repair, restoration and preservation of the West Newbury Town Hall. Any remaining funds will be closed out to the Community Preservation Act undesignated fund balance at the close of Fiscal Year 2023.

Article 4: I move that the Town to transfer from Community Preservation Act funds, undesignated fund balance, the sum of \$30,000 for costs and expenses pertaining to the design and construction of an all-access trail, commonly referred to as the “Whetstone Greenway” proposed to be located between River Meadow Drive and Sullivans Court Extension. Any remaining funds will be closed out to the Community Preservation Act undesignated fund balance at the close of Fiscal Year 2023.

Article 5: I move that the Town transfer from Free Cash the sum of \$74,022 to fund the fiscal year 2021 snow and ice deficit

Article 6: I move that the Town transfer from Free Cash the sum of \$3,137 to fund the Essex Agricultural and Technical High School fiscal year 2021 budget deficit

Article 7: I move that the Town transfer from Free Cash the sum of \$287.57 to resolve a deficit resulting from the over-expenditure of funds from the World War II Gym Stabilization Fund that occurred in fiscal year 2016

Article 8: I move that the Town transfer from Free Cash the sum of \$3,948.03 to resolve deficits for expired grants that did not close out properly in fiscal year 2018 and fiscal year 2019.

Article 9: I move that the Town transfer from free cash the sum of \$100,000 to fund unbudgeted costs associated with the operation and administration of public health clinics to administer the COVID-19 vaccine

Article 10: I move that the Town transfer from free cash the sum of \$90,000 to fund unbudgeted personnel costs.

Article 11: I move that the Town transfer from free cash the sum of \$18,000 for all costs and expenses pertaining to the replacement of the public safety network server. Any remaining funds will be closed out to the general account fund balance at the close of Fiscal Year 2022.

Article 12: I move that the Town transfer from free cash the sum of \$15,000 to fund consulting support toward compliance with the stormwater management permit issued to the Town of West Newbury by the U.S. Environmental Protection Agency. Any remaining funds will be closed out to the general account at the close of Fiscal Year 2022

Article 13: I move that the Town transfer from free cash the sum of \$9,050 to fund all costs related to the Assessing Department network server. Any remaining funds will be closed out to the general account at the close of Fiscal Year 2022.

Article 14: I move that the Town transfer from free cash the sum of \$5,500 to fund all costs and expenses relating to a utility property revaluation analysis and report. Any remaining funds will be closed out to the general account at the close of Fiscal Year 2022.

Article 15: I move that the Town transfer from free cash the sum of \$7,000 for all costs and expenses pertaining to identifying, mapping and remediating invasive species on public lands in the Town. Any remaining funds will be closed out to the general account at the close of Fiscal Year 2022.

Town Manager

From: Neil Harrington <nharrington@salisburyma.gov>
Sent: Tuesday, April 27, 2021 12:54 PM
To: Town Manager
Subject: RE: Budgeting for FY22 harbormaster
Attachments: West Newbury - Salisbury pumpout boat IMA, FY22-24.docx

Hi Angus,

Attached is a draft of a new 3-year IMA between West Newbury and Salisbury for the provision of pump out services and enforcement of W. Newbury harbor regulations by Town of Salisbury Harbormaster personnel.

You will note that I am suggesting a few changes:

- 1) A slight increase in the total cost of wages to be reimbursed for enforcing harbor regulations, based on an increase in the hourly rate of pay for Asst. Harbormasters recently established in Salisbury. If you would prefer to change this to a "not to exceed" cost and eliminate the date-specific payments referenced in Article 5, that would be fine with me.
- 2) A provision for Salisbury to be reimbursed by the cost of winterizing the West Newbury pump out boat (slightly more than \$1200 last year)

Otherwise, the main provisions of the IMA remain the same. Please review and let me know what you think.

Regards,
 Neil H.

From: Town Manager <townmanager@wnewbury.org>
Sent: Friday, April 23, 2021 3:18 PM
To: Neil Harrington <nharrington@salisburyma.gov>
Subject: RE: Budgeting for FY22 harbormaster

Thanks. It hasn't held us up on our operating budget, since we only fund a portion of the costs from operating with the balance from waterways fund, but will be good to get it checked off the list. Have a great wknd -

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: Neil Harrington <nharrington@salisburyma.gov>
Sent: Friday, April 23, 2021 2:59 PM
To: Town Manager <townmanager@wnewbury.org>
Subject: RE: Budgeting for FY22 harbormaster

Hi Angus,

Sorry. I know I am behind on this. I will get it to you early next week.

Neil

From: Town Manager <townmanager@wnewbury.org>
Sent: Friday, April 23, 2021 2:32 PM
To: Neil Harrington <nharrington@salisburyma.gov>
Subject: RE: Budgeting for FY22 harbormaster

Neil,
Please send a draft MOU when you can; I'd like to get this before our Select Board.

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: Town Manager
Sent: Monday, March 29, 2021 1:23 PM
To: Neil Harrington <nharrington@salisburyma.gov>
Subject: RE: Budgeting for FY22 harbormaster

Yes, I am flexible Thursday from mid morning through the day, 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: Neil Harrington <nharrington@salisburyma.gov>
Sent: Monday, March 29, 2021 12:53 PM
To: Town Manager <townmanager@wnewbury.org>
Subject: RE: Budgeting for FY22 harbormaster

Hi Angus,

Sorry, last week got away from me. Do you have time on Thursday this week?

Neil

From: Town Manager <townmanager@wnewbury.org>
Sent: Monday, March 29, 2021 11:43 AM
To: Neil Harrington <nharrington@salisburyma.gov>
Subject: RE: Budgeting for FY22 harbormaster

Hi Neil,
Is there a time this week that would work for a call?

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: Neil Harrington <nharrington@salisburyma.gov>
Sent: Thursday, March 18, 2021 11:13 AM
To: Town Manager <townmanager@wnewbury.org>
Cc: James Ryan <jryan@salisburyma.gov>
Subject: RE: Budgeting for FY22 harbormaster

Hi Angus,

I agree there are a few issues we should resolve re: pump-out services agreement, particularly whether it should be for multiple years. I am inclined to say yes. This week is busy for me too; I will touch base with you next week.

Regards,
Neil

From: Town Manager <townmanager@wnewbury.org>
Sent: Thursday, March 18, 2021 11:10 AM
To: Neil Harrington <nharrington@salisburyma.gov>
Cc: James Ryan <jryan@salisburyma.gov>
Subject: Budgeting for FY22 harbormaster

Hi Neil,

I've been corresponding with Willem and we spoke earlier this week re anticipated FY22 costs for continued Harbormaster services. As you know we've been re-doing an MOU annually for the past few years and I wanted to see if you agree that a multi-year MOU would be a plus to provide both of us budget predictability as well as to eliminate the need for annual reviews, endorsements etc. I'd also like to talk about, of the anticipated increased expenses for FY22 (such as new WN uniforms), whether it may make more sense for us to pay those directly rather than including the cost in the MOU.

Please let me know if you have some time for a call or zoom. This week is pretty full but I could connect any day next week.

Thanks,

Angus

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

**TOWN OF SALISBURY AND
TOWN OF WEST NEWBURY
INTERMUNICIPAL AGREEMENT FOR THE
ADMINISTRATION OF SHARED SERVICES**

Article 1. Purpose

This Agreement is entered into, pursuant to Massachusetts General Laws Chapter 40, Section 4A, by and between the Town of Salisbury, as authorized by its Town Manager and approved by its Board of Selectmen, and the Town of West Newbury, as authorized by its Town Manager and approved by its Board of Selectmen.

WHEREAS, the Town of Salisbury and the Town of West Newbury are each desirous of providing pump out boat services for their respective resident boaters on the Merrimack River; and

WHEREAS, the Town of West Newbury is desirous of providing enforcement of harbor regulations for their resident boaters on the Merrimack River; and

WHEREAS, the Town of Salisbury and the Town of West Newbury have determined that their residents can more efficiently and effectively be served with such services through a joint undertaking between the communities; and,

WHEREAS, the Town of Salisbury and the Town of West Newbury have determined to join together to establish and administer a program of shared pump out and enforcement services.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, the parties agree as follows:

Article 2. Definitions

Harbormaster: The duly appointed Harbormaster of the Town of Salisbury.

Participating Governmental Units: The Town of Salisbury and the Town of West Newbury.

Pump out Services: The operation and maintenance of a vessel designed to extract vessel sewage in accordance with the Clean Vessel Act.

West Newbury Harbor Regulations: Section XXVI of the West Newbury Town Bylaws, “General Harbor Regulations,” adopted May 12, 1993 with amendments through June 13, 2005, as may be amended.

Article 3. Term

This Agreement shall take effect upon its approval and execution by the Boards of Selectmen of the respective Participating Governmental Units, and shall expire on June 30, ~~2021~~ 2024. However, ~~the Agreement may be extended by up to two additional one year terms commencing on July 1, 2021, and July 1, 2022, respectively. Any such extension term(s) shall be subject to approval by the Town of Salisbury, as authorized by its Board of Selectmen, and the Town of West Newbury, as authorized by its Board of Selectmen.~~ Either Participating Governmental Unit shall give notice in writing to the other at least ninety (90) days prior to the start of the fiscal year of the **expiration date** whether or not it wishes to extend this **initial term Agreement**. ~~Should the parties fail to extend this Agreement by written addendum hereto, the agreement shall terminate upon the last day of the then current term.~~

Article 4. Lead Town

The Town of Salisbury shall act as the "lead town" for the Participating Governmental Units, by employing the necessary officers and providing the necessary equipment in connection with the services as set forth hereafter. Said officers shall be considered employees of the Town of Salisbury and be accorded all applicable benefits enjoyed by other Salisbury municipal employees as they are or shall be established. The office where such employees shall be primarily located will be in Salisbury.

Article 5. Funding Contribution

During Fiscal Year ~~2021~~ 2022, the Town of West Newbury shall pay the Town of Salisbury two separate amounts for services provided by the Town of Salisbury. The Town of West Newbury shall pay the Town of Salisbury for pump out services a total sum of not greater than \$6,000.00 to be paid upon receipt of invoices for services rendered. In addition, upon presentation of invoices by the Town of Salisbury, the Town of West Newbury shall pay the Town of Salisbury for enforcement of Harbor Regulations a total sum of ~~\$2,000.00~~ \$2,500 in two equal payment of ~~\$1,000.00~~ \$1,250.00 on or before July 31, ~~2019~~ and November 30, ~~2019~~, **of each fiscal year of the Agreement**, to be paid as a fixed fee for services provided pursuant to Article 7 below. **[Note: hourly pay for Salisbury's Asst. Harbormasters has been increased in some cases from \$15.00 to \$18.00 per hour.]** These payments shall include all applicable expenses incurred by the Town of Salisbury in providing services on behalf of the Participating Governmental Units, including, but not limited to, wages and any other applicable benefits. Nothing herein shall prevent the parties from mutually agreeing in writing to change the funding contribution during the ~~initial term or any extended term~~ of this Agreement, subject to available appropriation.

Article 6. Financial Safeguards

Under the provisions of M.G.L. Chapter 40, §4A, the Town of Salisbury Harbormaster shall provide to the Town of West Newbury periodic financial statements that shall include: accurate and comprehensive records of the services performed under this agreement; the costs incurred; and the reimbursements and contributions received. Such reports shall be compiled and distributed by the Harbormaster on a quarterly basis. In addition, all bills and payrolls submitted for work done

under this regional Agreement shall be plainly marked to indicate that the work was done under the authority of this Agreement.

Article 7. Hours of Services and Service Requirements

The Town of Salisbury shall provide pump out services under this Agreement on an as-needed basis in accordance with Attachment A to the Town of West Newbury's Clean Vessel Act (CVA) grant agreement with the Commonwealth of Massachusetts, Division of Marine Fisheries, which is attached hereto and incorporated herein. In addition, on weekend days (including weekday holidays) during the boating season (May 15 - October 15), the Town of Salisbury shall conduct periodic patrols of the portion of the Merrimack River abutting West Newbury in order to establish a visible presence of the Harbormaster and to conduct enforcement activities pursuant to the West Newbury Harbor Regulations; provided, however, that such patrols may be suspended, upon the reasonable judgment of the Harbormaster, on days with inclement weather.

Article 8. Vehicle Usage

The Town of West Newbury shall provide a pump out boat. This vehicle shall be made available for the use of the Salisbury Harbormaster. Collision and liability insurance for this vehicle shall be paid by the Town of West Newbury. The Town of Salisbury shall be ~~responsible~~ **reimbursed for all reasonable costs associated with** for the garaging, maintenance and upkeep of West Newbury's pump out boat during the term of this Agreement. **[It cost Salisbury \$1,227.15 to pressure wash, winterize, and shrink wrap the vessel following the 2020 boating season.]**

Article 9. Fees and Fines

Any fees or fines collected during the provision of pump-out or enforcement services will be collected on behalf of and returned to the Participating Governmental Unit from within the municipal boundaries of which the service is performed. All citations or warnings issued by the Salisbury Harbormaster within the portion of the Merrimack River abutting West Newbury shall be sent to the West Newbury Harbor Committee, care of the Town Manager's office, not later than seven (7) calendar days after the date of issuance of the citation or warning.

Article 10. Indemnification

In the event that any claims, demands, suits, causes of action, costs, and expenses arise with respect to the services provided pursuant to this Agreement, and to the extent permitted by Massachusetts General Laws chapter 258 and other applicable law, a Participating Governmental Unit shall indemnify, defend and hold harmless the other Participating Government Unit from and against any such claims, demands, suits, causes of actions, costs and expends, including reasonable attorneys' fees and legal costs, but only to the extent that they arise from or relate to the negligent acts or omissions of the first Participating Governmental Unit, or its agents, servants, or employees. By entering into this Agreement, neither of the parties has waived any governmental immunity or limitation of liability or damages which may be extended to them by operation of law. This Agreement is by and between the municipalities which have executed it and each states that the Agreement is intended for their mutual benefit alone and is not intended to confer any

express or implied benefits on any other entity or person. This Agreement is not intended to confer third party beneficiary status on any person.

Article 11. Miscellaneous

- a) This Agreement may only be amended in writing by vote of both of the Participating Governmental Units. Should additional municipalities seek to join this program of shared pump out services, the terms agreed to herein, including apportionment of expenses, for such additional municipalities shall be negotiated and approved by both of the Participating Governmental Units.
- b) This Agreement represents the entire understanding of the parties with respect to its subject matter.
- c) This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.
- d) If any of the provisions of this Agreement is declared to be illegal, unenforceable, or void, then both parties shall be relieved of all obligations under such provision, provided, however, that the remainder of the Agreement shall be enforced.

Witness our hands and seals as of this ____ day of _____, ~~2020~~ 2021.

TOWN OF WEST NEWBURY
By its Board of Selectmen

TOWN OF SALISBURY
By its Board of Selectmen

Dated: _____



Town of West Newbury

Board of Selectmen

381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 115

selectmen@wnewbury.org

Request for Qualifications

Affordable Housing Consulting Services

The Town of West Newbury seeks to engage a qualified affordable housing consultant to assist the Town with meeting its Affordable Housing responsibilities pursuant to 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 ("Regulations").

Scope of Services

Services shall include the following tasks:

- A. Conduct Initial Review of Existing Affordable Housing Units: The selected consultant shall:
 1. Conduct an initial review of Regulatory Agreements, Master Deeds, Affordable Housing Deed Riders and Monitoring Agreements in instances where the Town of West Newbury is the designated "Monitoring Agent" for thirteen (13) Local Action Units approved pursuant to the DHCD Local Initiative Program ("LIP");
 2. Identify issues and make recommendations for initial action and/or ongoing actions (i.e. periodic reporting) to ensure compliance with the aforesaid documents and the Regulations;
 3. Work with the Town of West Newbury to implement recommendations, as directed.

- B. Provide On-going Administrative Monitoring Services, as needed: The selected consultant shall:
 1. Perform Administrative Monitoring During Unit Creation and Initial Sales:¹
 - 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.

¹ Note: At this time there are no new development projects at the permitting stage which include any new LAUs. It is expected that the work of the consultant engaged pursuant to this RFQ would include, for new development including LAUs in the future, completion of the tasks outlined in Item B of the Scope of Services.

- 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.
2. Perform On-going Supplemental Administrative Monitoring Services Subsequent to Initial Sales:
 - 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.

C. Work with the Town of West Newbury in the Establishment of a Municipal Affordable Housing Trust pursuant to Mass. Gen. Laws Ch. 44, Sec. 55C, as directed.

Request for Proposal

The Town seeks to engage a qualified vendor with the expectation that the selected vendor would, within two weeks of initial contract, complete Task A on a fixed fee basis; then would remain under contract to complete work related to Tasks B and C on an as-needed basis, with compensation for such work paid on an hourly basis.

Prospective bidders may submit written questions regarding this Request for Qualifications on or before Friday, April 3, 2021 at 12 noon. Questions may be submitted via email to selectmen@wnewbury.org. The Town will prepare written responses to all questions received, and on or before Tuesday, April 6, 2021 at 4:30pm will provide responses in an Addenda to all prospective bidders who notify the Town Manager in writing that they wish to be considered a prospective bidder.

On or before Monday, April 12, 2021 at 12 noon, qualified vendors are invited to please submit a narrative proposal including the following:

- Statement of Qualifications
- Fee proposal for Part A (lump sum)
- Fee schedule for Part B (hourly billing rates)
- Fee proposal for Part C (hourly billing rates)
- Client references

Proposals shall include a statement of proposed price to complete the work including sufficient detail for the Town to understand the basis of the costs, as well as any assumptions or limitations.

Upon review of bids and qualifications the Town anticipates conducting (virtual/Zoom) interviews

with two or more firms. The successful vendor will be selected based on the following criteria:

- 1) Demonstrated successful completion of projects of comparable scope.
- 2) Established competence and experience of proposed project team members.
- 3) History of client satisfaction based on reference checks.
- 4) Proposed compensation terms and budget.

Prior to execution of a contract, the vendor must provide proof of liability insurance, and shall provide a certificate naming the Town of West Newbury as additionally insured.

Proposals should be sent to the attention of:

Angus Jennings, Town Manager
Town of West Newbury
381 Main Street
West Newbury, MA 01913

Proposals may be submitted by mail to the address above, or by email to selectmen@wnewbury.org on or before the due date. Proposals submitted by email should bear the subject heading "Proposal: Affordable Housing Consultant Services."

The Town of West Newbury reserves the right to reject any and all proposals, in whole or in part, and to negotiate the terms and conditions with any proposer and to accept any proposal, in whole or in part, which the Town deems, in its sole opinion, to be in the best interest of the Town of West Newbury.



March 30, 2021

Electronic Submission

Angus Jennings, Town Manager
Town of West Newbury
381 Main Street
West Newbury, MA 01913

Re: **Request for Qualifications and Quote: 40B Monitoring and Consulting**

Dear Ladies and Gentlemen:

LDS Consulting Group, LLC is honored and excited to have this opportunity to submit our qualifications and quotes for the resale and monitoring services for 40B units in West Newbury, MA. We are very experienced in the essential tasks needed to accomplish this work.

LDS, founded in 2000, is a full-service housing consulting firm with a proven track record in monitoring and reselling affordable homeownership units. We offer a full range of services to our clients, providing customized, client-centered solutions and a commitment to excellence. LDS is a certified WBE in Massachusetts and Rhode Island and carries professional liability and workers comp insurance (certificates are available upon request). Principal Lynne D. Sweet will be the point person and project manager and her contact information is noted above. LDS has a long and successful history of working with MassHousing on 40B Monitoring and more recently has begun monitoring forty-three 40R units for DHCD. **In fact, LDS is one of seven firms recently chosen by MassHousing to monitor and resell their affordable units under a newly restructured program.**

LDS went into the business of monitoring and reselling homeownership units in 2012 at the request of Greg Watson at MassHousing. Before we entered the business, we did extensive research into the requirements for monitoring and reselling and created an inhouse system and training program to monitor homeownership units. All our staff have attended lottery/monitoring training, spectrum income training and/or have a real estate sales license. Lynne has a brokerage license and LDS is a licensed and insured real estate brokerage agency. **In addition, Lynne has taught lottery and monitoring trainings for MHP.** Over the past year LDS has participated in discussions with MassHousing, MHP and DHCD as to how to improve monitoring and reselling homeownership units in Massachusetts. We were interviewed as part of the research and implementation of the new MassHousing monitoring program. We

currently monitor 279 homeownership units. The majority are for MassHousing under the housing starts program, with 18 for the Town of Norwell and 43 Units for the Town of Reading/DHCD for 40R. In addition, we currently monitor four affordable rental 40B units in Gloucester. We regularly review documents in connection with initial sales, refinancing's and capital improvements approval requests, and handle the marketing and resale of affordable units. **We have completed eight resales in the past year.**

We also have been working with developers and municipalities on a variety of programs including LIP, HDIP, 40R and inclusionary zoning to create affirmative fair housing and resident selection plans and obtain final approvals from subsidizing agencies prior to commencing with such plans.

Before Founding LDS, I worked as the head real estate paralegal at Mintz Levin for 12 years where I worked extensively on title and regulatory matters. Therefore, I am very comfortable researching and reading deed riders and financing documents. While at Mintz Levin, I went to school at night and received an MBA from Babson College where I majored in real estate finance and entrepreneurship.

All this prior experience makes LDS and its staff the ideal partner for the Town of West Newbury on this endeavor. We understand LIP, 40B, 40R, the monitoring process, buying and selling real estate, affordability, and regulatory matters.

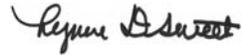
- A. Conduct Initial Review of Existing Affordable Housing Units: \$1,750. This would include reviewing documentation, conducting run downs, providing instruction and disclosure documents to homeowners.**
- B. Provide On-going Administrative Monitoring Services as Needed:**
 - 1. Our fee for this is \$220 an hour.**
 - 2. We charge a resale fee of 2.5% for 40B units payable at closing, this price is typically included in the purchase price based on the deed rider.**
 - 3. Supplemental Monitoring For existing units, yearly monitoring is \$130 per unit per year at execution of contract then yearly, payable by the town or the subsidizing agency. This yearly monitoring keeps us in communication with unit owners on a regular basis and allows us to get ahead of any problems. It includes reviewing refinance and capital improvement requests, yearly reporting.**
- C. Work with the town to establish a municipal trust, hourly rate of \$220. We note that much of this is legal in nature so while we can advise, the town will need to engage legal personal to complete.**

We are enthusiastic about the opportunity to continue to work with the Town of West Newbury on this important matter. Our business was founded in 1999 and creating and preserving affordable housing is the core of our business.

We would be pleased to meet with you within the selection process to discuss our project approach.

We thank you for considering our proposal. Thank you for your time and attention.

Sincerely,
LDS Consulting Group, LLC



By: _____
Lynne D. Sweet, Managing Member

Attached:

- 1) LDS Monitoring and Resale List**
- 2) LDS Proposed Scope of Services and Fees**
- 3) References**
- 4) Addition Marketing Materials**
 - a. Company Overview**
 - b. Client List**
 - c. Resumes**

1. LDS Third Party Monitoring as of 3/30/2021

Projects in Initial Sales:

Development Name	City/Town	Affordable Units	Total Units
Lakeview Estates / Candlelight Village	Bellingham	25	100
Berlin III Capes	Berlin	3	12
Northstar Place	Falmouth	8	32
Residence at Good Harbor Beach	Gloucester	3	12
Primrose Farm	Ipswich	6	24
Jones Crossing	Lancaster	8	32
Chapel Hill Landing	Medfield	13	49
Brookview Estates	Mendon	4	16
Norfolk Enclave (55+)	Norfolk	10	40
Damon Farm	Norwell/Hingham	8	32
South Meadow Village	Sterling	4	16
Total Units in Initial Sales		92	365

Projects in Supplemental Monitoring:

Development Name	City/Town	Affordable Units	Total Units
Berlin Woods	Berlin	8	32
Berlin Woods II Green Acres	Berlin	8	32
Dover Farms	Dover	5	20
Highland Ridge	Foxboro	2	8
Lexington Courtyard	Lexington	9	36
Kimloch Farms	Littleton	2	8
Louise Estates	Middleborough	2	7
Commonwealth Residences	Newton	15	57
Meetinghouse Village	Norfolk	5	20
Jacobs Pond Estates (62+)	Norwell	11	44
Silver Brook Farm	Norwell	7	30
Washington Place Townhomes	Norwell	10	40
West End Way	Norwell	1	4
The Cottages at Twin Pines	Plymouth	4	16
Reading Woods (40R)	Reading	43	200
Northpointe Village	Salisbury	12	48
Craftsman Village	Wayland	2	8
Graniteville Woods	Westford	41	164
Total Units in Supplemental Monitoring		187	774
Total Units - Overall		279	1,139

Rental Monitoring Projects:

Development Name	City/Town	Affordable Units	Total Units	Status/Details
15 Pearl Street	Gloucester	4	7	LDS conducted mini first come, first served lottery in May 2020. Occupancy July 2020. LDS will provide yearly certifications and reporting to DHCD and City of Gloucester.

2. LDS Proposed scope of services

Organization and Staffing

LDS is currently providing monitoring services to MassHousing and DHCD. Lynne oversees Kyra Spotte Smith her associate, on a day to day basis. All our staff have personal laptop computers. All our monitoring documents are online on a secure file sharing system called “Egnyte”, so that staff can access them from any device. Each development has a separate online folder under the town and name of the development, and each purchaser of a unit has a separate online subfolder. We can send links to invite parties to upload files, or send links to share files, ensuring confidentiality, so that private information is not emailed unsecured. Our outlook email system is also available remotely. In addition, we have moved away as much as possible from keeping paper files with confidential information, and if we do receive paper files, we scan them into our online file system and then shred the paperwork. In addition, we receive voice mail over email so can not only work remotely but respond to inquiries immediately.

We have our own in-house training materials and forms and send new staff to trainings on determining income and conducting lotteries. Therefore, to the extent we need to add staff, we are confident that we can bring them up to speed on the process over time. When we are faced with an unusual situation, we do not hesitate to reach out to the municipality of state agency to seek advice in order to resolve the issue.

Existing Monitoring Process

We have a master monitoring sheet set up by town, then project and then by purchaser. We have lines for every step in the process including when our approval is given, the last day of 60-day approval period, closing documents, purchase prices etc. As soon as a project closes, we enter the recording information. Relative to monitoring, each month Kyra goes through the spreadsheet and does yearly title rundowns and sends out certification letters to owners on the month of the anniversary of their purchase. We both respond to calls and emails about refinances, resales, and/or capital improvements.

This makes our yearly compliance reporting to municipalities and state agencies relatively easy. Most of the time we need to check in with the developer on existing market rate sales and timing to fill out the form as we keep track of resales, refinances, capital improvement requests, and issues throughout the year. Therefore, we can keep up to date on our yearly compliance reporting, as well as closing out initial sales when a project has sold out all of its units.

- **Conduct affordability monitoring services in accordance with the Project’s regulatory agreement and report yearly to the clients.: \$130 per unit per year on the anniversary date of the purchase**
 - Prepare and mail cover letter notifying unit owners of monitoring agent contact information and LDS disclosure forms, to the extent that has not already been done.
 - Mail/Email and track yearly certifications

- Perform yearly registry run downs
- Review capital improvement requests
- Review refinancing requests (cost \$50 to owner)

Example of Taking Over Existing Properties

For example, in October 2019, we took over the monitoring of 43 units in Reading MA at Reading Woods as the previous monitoring agent had passed away. We reviewed all existing information such as the 40R Permit, Regulatory Agreement, Deed Riders etc. We acquired the list of owners and addresses from the town, then prepared a letter to send to all unit owners explaining that LDS has assumed the role of monitoring agent and providing contact information, and included capital improvement policies and procedures, disclosure forms, and yearly monitoring certification forms. We also did title rundowns on all properties and communicated questions and concerns to the town. In addition, we collected information on the condominium management company in the event we needed to reach out to them for a resale. We collected a fee from the town to get the project up and running and entered our system. We have had many referrals from the town from owners looking to refinance or sell. We like to think that it was a seamless transition for the town and the owners, and it integrated nicely into our existing portfolio. We have resold two units with a 10 day mini lottery.

Initial Sales

We typically review the comprehensive permit, regulatory agreement, marketing and outreach plan, plan, application, advertisements, site plans (including affordable unit placement within the development), unit plans, plans and specs, condo budget, purchase prices, etc. We typically provide our comments to the lottery agent and MassHousing within a week of receipt of documents. We try to respond to questions within 24 hours.

Once the lottery is scheduled, we often revisit the purchase price depending on how much time has passed as interest rates, real estate taxes, and/or income limits may have changed. In communities along I-495 where sales have been slow, we will discuss the appropriate purchase prices with the lottery agent and developer if there is a concern about achieving the allowable purchase price. We also collect the condominium documents at this point and time.

We will then collect the fully executed marketing plan and give the lottery agent permission to start the lottery. Often, we witness the lottery, and then collect the report on the lottery process. We then review application materials, including income, asset, and age certifications to determine the household's eligibility. If approved, we then issue a letter noting the household is qualified. Once the commitment letter is issued, we work with the lottery agent, closing attorneys, and MassHousing to collect the affordable documents such as the resale certificate, initial sales compliance certificate, deed rider, and closing statement. We receive the recording information and set up the file for monitoring.

Once all of the affordable units in a development have closed, we prepare an Initial Sales Data and Compliance Report for MassHousing. This report provides summary information on the development overall as well as initial sales data for all affordable units within the development.

Refinances:

Relative to refinances, we charge the owner a \$50 fee before we issue the approval letter to the lender. When an owner contacts us regarding refinancing their unit, we collect information to ensure that their monthly payments will not be more than 38% of their income, and that the mortgage is a fixed rate mortgage. We collect pays stubs or w-9, condo fee, real estate tax bill and proposed new financing terms. Once we receive the bank commitment letter, we issue an approval letter to the bank.

Resales:

Relative to resales we charge a fee equivalent to 2.5% of the purchase price plus any of pocket expenses allowable by the subsidizing agency should they be necessary. In the case of HOP units, we understand this fee is paid by subsidizing agency. In units with universal deed riders, the fee will be added to the purchase price.

Our work on resales include the following:

- Work with subsidizing agency to ensure that the prices of the affordable units are properly computed. Upon receipt of a conveyance notice, work with subsidizing agency to calculate the resale price (using methods as outlined in the deed rider) and prepare a letter to owner with re-sale terms including the new sales price.
- Check on the condition of the unit and the need for any major repairs.
- Market the for sale including preparing a resale brochure and performing outreach and a mini lottery dependent on interest in the unit.
- Arranging for either online or in person showings.
- Determine and qualify the eligibility of interested households.
- Draw names of applicants and adjust for household size, if necessary.
- Once a qualified applicant has been identified, work with lender and seller as needed to reach a closing, including assisting in arranging for offer to purchase, home inspection, purchase and sale agreement, 6D certificate, smoke detector certificate and certificate of insurance.
- Prepare Affordable Housing Restriction income compliance Certificate, Deed Rider, resale price certificate, and subsidizing agency Mortgage and work with closing attorney to ensure they are recorded at the Registry of Deeds.
- Collect buyers' disclosure forms and track information on LDS spreadsheet.
- Review buyer's closing statement to ensure not overleveraged and yearly housing costs do not exceed 38% of income.
- Report to regulatory agency/municipality, as necessary.

Relative to resales, we have recently moved to a mini lottery system whereby we collect information from applicants over a ten-day period if we expect there to be high demand for the units. We would expect to use this for the resale of the single-family home as they come up so rarely. We would also suggest that the town consider adding a link in its website to the Trust to start a wait list for potential purchasers which we can add to over time.

In addition, we maintain a list of parties interested in purchasing affordable homes with information including their names, contact information, bedroom size(s)/unit types desired, preferred location(s), etc. We recognize that this is the most expensive purchase or sale that households may make. Therefore, we have also created a resource list for buyers and sellers including attorneys, appraisers, home inspectors and lenders. We also spend a lot of time counseling purchasers about the affordability restrictions and walking them through the closing process.

Capital Improvements

We have not been charging for capital improvements. Often, they are reported by owners in our yearly monitoring certification forms or via email, and are minor in nature, in which cases, we inform the owners the costs are not able to be included in a resale price. We also suggest owners review their condominium documents, should that apply.

While we currently have systems in place, we also look forward to continuing to collaborate with Regulatory Agencies on how to improve our services.

4. Additional LDS Background Materials

ABOUT LDS CONSULTING GROUP, LLC

Founded in 1999 by Lynne Sweet, LDS Consulting Group, LLC is a full-service real estate advisory firm with a proven track record of success in housing development and planning for public and private interests. Our team of analysts and planners bridge the gap between planning and financing to resolve complex housing issues for both private and public-sector clients.

What sets us apart is our unique perspective on all types of housing and financing resulting from our substantial experience of working with municipalities, developers, lenders, investors and operators.

We offer a full-range of customized, client-centered solutions including:

- All things housing as well as complementary commercial uses such as office, research and development, medical, retail, public/community, and transit.
- A wide range of housing needs assessment and planning experience including site-specific, campus, town-wide, regional.
- Specializing in working with multifamily, workforce, senior, affordable, mixed income, mixed-use, low-income, market-rate and luxury housing.
- We are equally comfortable being a team leader or a team member.

Our work does not sit on shelves...recommendations are implemented

- We recognize the complex concerns of municipalities, developers and funding sources.
- We understand the market for different types of housing at various income levels and have current data on market conditions.
- We are familiar with many types of funding programs and have a proven track record of success with state and federal funders as well as commercial lenders.
- **We produce results: zoning is adopted, projects are funded, developments get built!**

Through market research and analysis, LDS works with private sector clients to create highest and best use plans for developing properties, re-developing existing buildings and obtaining financing. Our clients are provided with recommendations for housing types, unit counts, building amenities, income projections, financing alternatives – and a timeline for achieving their plans. What sets LDS apart is our unique perspective on all types of housing, which results from our substantial experience in working with developers, investors and operators.

LDS helps municipalities and not for profit organizations across New England determine their housing and community development needs, while educating and working with local boards, committees, and employees. We strive to achieve maximum community participation through extensive public outreach. With more than 25 years of experience in housing finance, Principal Lynne Sweet also helps cities and towns identify funding options. The combination of research and finance skills allows LDS to provide recommendations that can be, and are, implemented and achieved.

Research and Planning

- **Market Studies (Supply and Demand)**
 - LIHTC Market Studies
 - New Market Tax Credit Studies
 - HUD Rent Comp Studies
 - Luxury Apartment Studies
 - Highest and Best Use Studies
 - Fiscal Impact Studies
- Fair Housing Plans
- Housing Needs Assessments
- Development Plans
- Housing Production and Action Plans
- Master Plans
- Resident and Community Surveys

Comprehensive Development Consulting

- Development Feasibility Analysis
- Permitting and Land Use Analysis
- Real Estate Development Business Plans
- Development, Operating and Income Pro-formas
- Development Team Building
- RFQ/RFP Preparation and Facilitation
- M.G.L. Chapter 40b Applications
- M.G.L. Chapter 40b Monitoring
- GIS Capabilities
- Expert Witness

Brokerage Services

LDS offers specialized brokerage services, largely within the affordable housing and senior housing industries. Our understanding of supply and demand in these areas, along with our extensive industry network, allows us to successfully match sellers to buyers.

Financing

LDS provides financial services at all stages of development, from conception to asset management. Our business plans ensure that real estate development projects are financially viable. We work with a variety of funding programs: state and federal programs, taxable and tax-exempt bonds, and low-income, historic, and new market tax credits. We complete financing applications including one stop applications and grants.

LDS Professional Designations and Licenses

- House Doctor: **MassDevelopment Gateway Cities Transformative Development Program** which includes District Improvement Financing
- Certified Member of National Association of Housing Market Analysts
- Approved Market Research Company: Kentucky, Minnesota, New Hampshire, New York, Ohio, Tennessee, Virginia, Massachusetts/MassHousing
- Certified M.G.L. **Chapter 40B Monitoring Agent**
- Approved Consultant: **MHP M.G.L. Chapter 40B Technical Assistance Program**
- Qualified Technical Assistance Consultant: **DHCD Downtown Initiative Program**
- Approved consultant: **DHCD Massachusetts Gateway Cities Grants**
- Certified Minority and Women Business Association (SOMWBA) in Massachusetts
- Certified Women's Business Enterprise (MA WBE) in Massachusetts
- Certified Disadvantaged Business Enterprise (DBE) in Massachusetts
- Certified Women Business Enterprise (RI WBE) in Rhode Island and Providence Plantations
- Licensed Massachusetts real estate brokerage firm

Client List

STATE AGENCIES

Commonwealth of Massachusetts
MassDevelopment
Massachusetts Gaming Commission
MassHousing
Massachusetts Housing Investment Corp.
Massachusetts Housing Partnership Fund
New Hampshire Housing Finance Authority
State of Rhode Island
Vermont Housing Finance Agency

MUNICIPALITIES

Ashland, Boxford, Conway, Danvers, Erving,
Dartmouth, Dunstable, Duxbury, Framingham,
Georgetown, Gloucester, Hanson, Hingham, Kingston,
Lincoln, Marlborough, Melrose, Milton, Natick,
Newbury, Newburyport, Norwell, Somerville,
Southbridge, Sunderland, South Hadley, Wayland,
Wellesley, Wendell, West Bridgewater, Yarmouth.

HOUSING AUTHORITIES

Acton Housing Authority
Cambridge Housing Authority
Charlton Housing Authority
Harvard Housing Authority
Hingham Housing Authority
New Bedford Housing Authority
Sudbury Housing Authority
Westford Housing Authority

AFFORDABLE HOUSING DEVELOPERS

Bateman Partners
Carabetta Companies
Cruz Development
Dakota Partners
Great Bridge Properties
Pennrose, LLC
Preservation of Affordable Housing
Norwich Corporation
Trinity Development Associates
Women's Institute for Housing

COMMUNITY DEVELOPMENT CORPORATIONS

Brookline Housing Assistance Corporation
Chinese Economic Development
Coalition for a Better Acre
Codman Square Neighborhood Dev. Group
Cruz Development
Bank of America CDC
Hilltown CDC
Housing Corporation of Arlington
Housing Assistance Corp. of Cape Cod
Jamaica Plain Neighborhood Development
Lena Park CDC
Lawrence Community Trabajando, Inc.
Madison Park Development Corporation
Mission Hill Neighborhood Housing
Neighborhood of Affordable Housing
New Vue Communities
North Shore CDC
Nuestra Comunidad CDC
Oak Hill CDC
S. Boston Neighborhood Dev. Corporation
Somerville Community Action
Springfield Neighborhood Housing
The Neighborhood Corporation
Valley Community Development Corporation
Waterfront Area Historic League
Women's Development Corporation
Worcester Common Ground, CDC
Veterans Transitional House

SENIOR HOUSING

Bethany Community Services
Chelsea Jewish Nursing Home Foundation
Franchi Group
Grantham Group/Christopher House AL
HealthBridge Management
2Life Communities (formerly Jewish Community
Housing for the Elderly)
LCB Senior Living
Newton Senior Living (Now Atria)
Rogerson Communities
South Cove Manor Nursing and Rehabilitation
Center
Stow Elderly Housing Corporation
Watermark Retirement Communities

CONTRACTORS, DEVELOPERS AND MANAGERS

AIMCO
Ancient Glacier, LLC
Bateman Partners
Bonacorso Construction
Boston Capital Development, LLC
BRG Group
Carlisle Tax Credit Advisors
Chartwell Holdings
Chestnut Hill Realty
Erika Realty Trust
Framework Properties
The Gutierrez Company
Hamlet Homes
Holland Construction and Development
JPI Development Company
Lupoli Companies
Mark Investment
Micozzi Companies
NAI Norwood Group
North Star Realty Trust
O'Neill Properties, Inc.
Pappas Enterprises, Inc.
Peabody Properties
Pennrose Properties
The Stabile Companies
Sudbury Station, LLC
Trafalgar Capital
Toporosky Real Estate
Toll Brothers Apartment Living
William Street Corporation
Winn Development

CHAPTER 40B HOMEOWNERSHIP MONITORING

Bellingham, Lakeview Estates/Candlelight Village
Berlin, Berlin Woods and Green Acres/Hilltop at Berlin Woods
Dover, Dover Farms
Foxboro, Highland Ridge
Gloucester, Residence at Good Harbor Beach (formerly Briernneck Crossing)
Lancaster, Jones Crossing

The Shelter Group/Brightview Senior Living

Wayland, Craftmans Village

NOT FOR PROFITS

Archdiocese of Boston
Brighton Marine Health Center
The Caleb Foundation
Caritas Communities
Cape Ann Clergy Association
Common Ground Development
Combined Jewish Philanthropies
East Boston Neighborhood Health Center
ETC Development Corporation
Grtr. Boston Nazarene Compassionate Ctr.
Harborlight Community Partners
House of Hope
Jewish Community Housing for the Elderly
Lawrence Community Works
Lawyers Clearinghouse
Lowell Community Health Center
Mass Alliance of Portuguese Speakers
New England Center for Homeless Veterans
Pine Street Inn
Preservation of Affordable Housing
St. Mary's Center for Women and Children
The Learning Center at Bromley-Heath
The Dimock Center
Vietnamese-American Initiative for Development
Volunteers of America
Women's Inst. for Housing + Economic Dev.
YMCA and YWCA of Cambridge
YMCA Metro North
YMCA North Shore

CHAPTER 40B RENTAL MONITORING

Gloucester, 15 Pearl Street

CHAPTER 40R MONITORING

Reading, Reading Woods

Littleton, Kimloch Farms
Medfield, Chapel Hill Landing (formerly Country
Estates)
Middleboro, Louise Estates
Norfolk, Meetinghouse Village
Norfolk, The Enclave
Norwell/Hingham, Damon Farm
Plymouth, Cottages at Twin Pines
Salisbury, Northpoint Village
Wayland, Craftsman Village

About Lynne Sweet

Founder and Principal, LDS Consulting Group, LLC



Lynne D. Sweet is the founder and principal of LDS Consulting Group, LLC, a real estate advisory firm. With 30 years of experience in the real estate industry, Ms. Sweet plays a vital role as consultant to both private and public-sector clients. She is experienced in providing planning, market research, feasibility analysis, financial structuring, grant writing, land use and permitting, team building and project management. She specializes in all housing product types including luxury, workforce, senior, veterans, affordable, mixed income and mixed-use, rental and ownership.

Past Experience

- Senior positions with BRFG Consulting Group, Inc. of Boston, Hartford and Providence, where she established the Senior Housing Strategies Group at BRFG Consulting and managed the group for three years while providing project management services, including market research and financial structuring.
- Senior positions with Mintz, Levin, Cohn, Ferris, Glovsky and Popeo, P.C. of Boston, where she represented real estate developers, owners and lenders as she worked on all phases of real estate acquisitions, financings and workouts for office, medical, multi-family housing and retail properties during her twelve-year tenure. She worked with conventional commercial lenders and public and quasi-public lending agencies on a variety of programs, including those that used historic and low-income tax credits, taxable and tax-free bonds and operating subsidies.

Education

- Master of Business Administration, Babson College's F.W. Olin Graduate School of Business, Wellesley, MA
- Licensed real estate broker in the Commonwealth of Massachusetts
- On-going real estate industry educational trainings and conferences, as well as staying up-to-date with daily reports and updates

Awards

- CREW Boston (Formerly NEWIRE) 2016 Achievement Award: Entrepreneur of the Year
- Crew Boston (Formerly NEWIRE) 2006 Achievement Award for Networking: Mission Hill Health Movement and Boston Self Help Center Development Project
- CREW Community Involvement Award 2001: Founding NEWIRE Small Business and Entrepreneurial Exchange

Articles/Publications

- Case Study: Affordable Housing and Real Estate Tax Assessing
- A New Approach to Fiscal Impact Studies
- Senior Housing NCHMA White Paper
- National Tax Credit Advisor Article titled “Study Points to Significant Need Among Veterans for Affordable Housing, Services”
- Co-author: “Expanding Access to Assisted Living in Massachusetts: Five Development Models of Affordability”

Current Affiliations

- Certified Member of the National Council of Housing Market Analysts: Member of Standards Committee
- Member of the Citizens Housing and Planning Association (CHAPA), Housing Production and Preservation Committee
- Member of CREW Boston, Founding and Member of Entrepreneur Exchange Group, Founder and Member of Housing and Community Development Committee
- Member of the Massachusetts Associate of Community Development Corporations, Housing and Real Estate Peer Group
- Member of the Urban Land Institute (ULI)
- Member of the Boston Chapter of the American Planning Association
- The Second Step, an not for profit organization supporting survivors of domestic violence

Past Affiliations

- Long-term member of the Newton Housing Partnership
- Board of Directors Member of CREW Boston (formerly NEWIRE)
- Director of the Massachusetts Assisted Living Association (MASS-ALA) and Mass-ALA Board of Advisors, Affordability Task Force and Quality Committee
- Director of the Rhode Island Assisted Living Facilities Association (RIALA)
- Member of the Boston Club
- Board member of The Second Step, a not for profit organization for women and children who are survivors of domestic violence
- Committee Against Repealing the Housing Law, Advisory committee
- Commonwealth’s Chapter 40B Task Force, Active Observer

Recent Speaking Engagements

- 2019 Training to Metro-west Assessors Association on assessing affordable ownership units
- **2018-40B Technical Consultant under an MHP Grant to the Town of Dartmouth, MA Zoning Board of Appeals. Proposed 300-unit apartment development.** LDS provided Chapter 40B training to ZBA members and town staff on April 4, 2018.
- MACDC Housing and Real Estate Peer Group, “Discussion of Market Studies and Lease-up Issues”.
- New England Appraisal Institute (300+ attendees, continuing education for commercial and residential appraisers from New England States), “Panel on Affordable Housing”
- Massachusetts Housing Partnership (Certification Program), “Workshop on Affirmative Fair Marketing & Resident Selection Plans”
- Massachusetts Housing Partnership (Certification Program), “Workshop on Affordable Housing Lotteries”.

KYRA SPOTTE-SMITH

LinkedIn: www.linkedin.com/in/kyra-spotte-smith

, Boston, MA 02135

EDUCATION	Cornell University, College of Architecture, Art, and Planning , Ithaca, NY Bachelor of Science in Urban and Regional Studies, May 2016; Cumulative GPA: 3.50 Major GPA: 3.79 Cornell University, College of Architecture, Art, and Planning , Rome, Italy Urban Studies semester through the Cornell in Rome program, Spring 2015	
AWARDS & LICENSES	Attended BU Real Estate Finance Program Licensed Real Estate Salesperson in Massachusetts • Dean's List three semesters • Cornell Tradition Fellow	
RELATED EXPERIENCE	Market Analyst/Planner, LDS Consulting Group, LLC , Newton, MA Conducting research for a variety of housing products • Drafting supply and demand analysis and needs assessments. Trained and practicing affordable housing monitor.	September 2016- Present
	Team Member, Hillside Acres Project Team, Affordable Housing Policy and Programs Researched funding sources and area's residential real estate market, demographics, history, and development activities and patterns • Studied existing master plans and zoning ordinances • Performed site analysis • Identified community needs • Wrote proposals for the site's redevelopment with cost estimates, rents, and home prices	September- December 2015
	Team Member, Demography, Community and Economic Development Workshop Researched sources of fiscal stress in Upstate New York and responses made by local governments • Analyzed demographic and economic conditions • Analyzed NYS Comptroller Data and Reports • Conducted focus groups • Wrote report with policy prescriptions	August-December 2015
	Intern, Strategy and Implementation Division Maryland-National Capital Park and Planning Commission , Upper Marlboro, MD Worked on planning initiatives for the Kentland/Palmer Park Transforming Neighborhoods Initiative Housing Revitalization Program and the Central Avenue-Metro Blue Line Corridor Transit-Oriented Development Project • Contributed to grant applications and a feasibility study for the Central Avenue Connector Trail project • Wrote proposal for a neighborhood conservation pilot program in the Town of Capitol Heights • Analyzed demographic and market conditions • Updated property ownership and occupancy records • Made GIS maps • Facilitated stakeholder and community meetings	Summer 2015
	Team Member, Cornell in Rome Urban and Regional Studies Workshop Conducted street and building surveys • Interviewed residents and representatives from community organizations • Identified underutilized and vacant space • Conducted case studies • Researched demographic data and neighborhood history • Presented findings and hosted an exhibition • Wrote master plan for a public housing neighborhood in Rome with design and policy recommendations	January-May 2015
	Extern, Baltimore City Planning Department , Baltimore, MD Analyzed new zoning code and South Baltimore Gateway Master Plan	January 2015
	Researcher/Intern, New York State Water Resources Institute , Ithaca, NY Conducted internet and literature research • Gave Presentations • Wrote meta-analysis published in the journal <i>Water Research</i>	Summer 2014

Architecture Team Member, Cornell University Sustainable Design, Ithaca, NY
Worked on design (orientation, floor plans, building features, and landscaping), and planning for LEED Platinum or Living Building Challenge accredited homes, met with clients

January-May 2014

**SKILLS &
ACTIVITIES**

Computer: GIS, Microsoft Office Suite (Excel, Outlook, PowerPoint, Word), Social media

Languages: Proficient in written and spoken Spanish and Italian.

CREW Boston, Member (2017-Present)

Cornell Rock Climbing Club, Founder and President (February 2014-May 2016)

Cornell Outdoor Education, Rock Climbing Instructor (August 2013-May 2016)

Alpha Phi Omega, National Service Fraternity (February 2013-February 2014)

Town Manager

From: Lynne D. Sweet [REDACTED]
Sent: Thursday, May 6, 2021 3:33 PM
To: Town Manager
Cc: Leah Zambarnardi; Kyra Spotte-Smith
Subject: RE: RFQ for affordable housing consulting services

Wonderful. Thank you. Lynne



Lynne D. Sweet
Principal
LDS Consulting Group, LLC

Please note we have moved as of December 4, 2020:
170 Worcester Street, Suite 206, Wellesley, MA 02481
781-943-3963 (new phone)

Specialized Solutions for Housing®
www.ldsconsultinggroup.com

Consistent with the Governor's Reopening Massachusetts strategy, LDS is encouraging staff to continue to work remotely when possible. Please be assured that our staff is available by phone and email, and that we are committed to providing the same level of service and client responsiveness during this transitional period.

The information contained in this electronic message may be legally privileged and confidential under applicable law, and is intended only for the use of the individual or entity named above. If the recipient of this message is not the above-named intended recipient, you are hereby notified that any dissemination, copy or disclosure of this communication is strictly prohibited. If you have received this communication in error, please notify LDS Consulting Group, LLC 781-943-3963 and purge the communication immediately without making any copy or distribution.

From: Town Manager <townmanager@wnewbury.org>
Sent: Thursday, May 6, 2021 12:58 PM
To: Lynne D. Sweet [REDACTED]
Cc: Leah Zambarnardi <lzambarnardi@wnewbury.org>; Kyra Spotte-Smith [REDACTED]
Subject: RE: RFQ for affordable housing consulting services

Hi Lynne,

I'm pleased to inform you that we would like to engage you as a consultant pursuant to the scope and budget terms in your proposal. We received multiple highly qualified proposals, but your proposal and interview stood out – and we look forward to working together.

We'll put together a letter agreement based on our standard contract, referencing your proposal as submitted, and will send this over to you in the next week. Once that's in place, we can schedule a time for a kick-off meeting, and transfer over our various files on the 13 existing LAUs.

Please let me know if any questions –

Thanks!
Angus

Town Manager

From: Town Manager
Sent: Tuesday, April 27, 2021 2:48 PM
To: Leah Zambarnardi
Subject: Re: Affordable (LIP) unit monitoring

Hi, this is great. When I can I'll transfer my scanned docs to the shared drive too (if I have any that you haven't already put there). No need to keep digging, I think we'll be in great shape to get the consultant started. Thanks very much!

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

Sent from my mobile device

On Apr 27, 2021, at 2:34 PM, Leah Zambarnardi <lzambarnardi@wnewbury.org> wrote:

Hi Angus, I updated your table with the documents that I have. See below. I've saved folders for each project in the Development & Planning Folder on the public drive here: S:\Development and Planning\Local Action Units
Each project folder has the Regulatory Agreement, all affordable unit deeds with deed riders attached, and requesting new units forms (RNUF). Note that I only have the RNUF for 2 of the units at Ocean Meadow. The RNUFs for the earlier 4 units were done before my time here. I haven't looked yet to see if I have any of the P&S agreements. Would you like me to look, or are the unit deeds sufficient?

Development	LAUs	Reg. Agreement	Unit Deed	Deed Rider	P&S Agreement	Requesting New Units Form
Drake's Landing	4	Yes	Yes (1, 9, 23, & 31 Daley Drive)	Yes (1, 9, 23, & 31 Daley Drive)	1 Daley Drive	Yes
Cottages at River Hill	3	Yes	Yes (6, 18, & 30 Follinsbee Lane)	Yes (6, 18, & 30 Follinsbee Lane)		Yes
Ocean Meadow	6	Yes	Yes (2 & 31 Moody; 5, 13, 24, & 26 Ridgeway)	Yes (2 & 31 Moody; 5, 13, 24, & 26 Ridgeway)		Partial – RNUF for 24 & 26 Ridgeway Only

Leah J. Zambarnardi, AICP
 Town Planner
 Town of West Newbury Planning Office
 381 Main Street
 West Newbury, MA 01985
 1-978-363-1100 ext. 125

Planning Office Hours: Monday, Tuesday and Thursday from 9:30 a.m. to 2:30 p.m.

It has been determined by the Commonwealth of Massachusetts Office of the Secretary of State that emails are a public record. Please keep this in mind when writing or responding to this email.

From: Town Manager <townmanager@wnewbury.org>
Sent: Thursday, April 22, 2021 11:16 AM
To: Leah Zambarnardi <lzambarnardi@wnewbury.org>
Subject: Affordable (LIP) unit monitoring

Development	LAUs	Reg. Agreement	Unit Deed	Deed Rider	P&S Agreement	Requesting New Units Form
Drake's Landing	4	Yes	Yes (23 Daley Drive)	Yes (23 Daley Drive)	1 Daley Drive	Yes
Cottages at River Hill	3	Yes	Yes (6 Follinsbee Lane)	Yes (6 Follinsbee Lane)		
Ocean Meadow	6	Yes	Yes (24 Ridgeway Circle)	Yes (24 Ridgeway Circle)		

Regulatory Agreement, Follinsbee, Sec. 6(b).

Throughout the term of this Agreement, the Chief Executive Officer shall annually certify in writing to DHCD that each of the Low and Moderate Income Units continues to be occupied by a person who was an Eligible Purchaser at the time of purchase; that any Low and Moderate Income Units which have been resold during the year have been resold in compliance with all of the terms and provisions of the Deed Rider then in effect with respect to each such Low and Moderate Income Unit, and in compliance with the Regulations and Guidelines and this Agreement; and that the Project and the Low and Moderate Income Units have otherwise been maintained in a manner consistent with the Regulations and Guidelines, this Agreement, and the Deed Rider then in effect with respect to each Low and Moderate Income Unit.

Regulatory Agreement, Ocean Meadow, Sec. 7(b).

Throughout the term of this Agreement, the Chief Executive Officer shall annually certify in writing to DHCD that each of the Low and Moderate Income Units continues to be occupied by a person who was an Eligible Purchaser at the time of purchase; that any Low and Moderate Income Units which have been resold during the year have been resold in compliance with all of the terms and provisions of the Deed Rider then in effect with respect to each such Low and Moderate Income Unit, and in compliance with the Regulations and Guidelines and this Agreement; and that the Project and the Low and Moderate Income Units have otherwise been maintained in a manner consistent with the Regulations and Guidelines, this Agreement, and the Deed Rider then in effect with respect to each Low and Moderate Income Unit.

Regulatory Agreement, Drake's Landing, Sec. 7(b).

Throughout the term of this Agreement, the Chief Executive Officer shall annually certify in writing to DHCD that each of the Low and Moderate Income Units continues to be occupied by a person who was an Eligible Purchaser at the time of purchase; that any Low and Moderate Income Units which have been resold during the year have been resold in compliance with all of the terms and provisions of the Deed Rider then in effect with respect to each such Low and Moderate Income Unit, and in compliance with the Regulations and Guidelines and this Agreement; and that the Project and the Low and Moderate Income Units have otherwise been maintained in a manner consistent with the Regulations and Guidelines, this Agreement, and the Deed Rider then in effect with respect to each Low and Moderate Income Unit.

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

The G.A.R. Memorial Library is excited to announce that limited, in-person library services are now available!

Please note: all visits are limited to 30 minutes, and appointments may be needed for some services. We ask that if you cannot make your appointed time to please call ahead and cancel so others will have a chance to enjoy this service.

Services available:

- Computer use
- Scanning/faxing/copying
- Browsing the collections in the Children's Room
- Browsing the collections in the Adult Stacks, Teen Area, and Friends of the Library bookshop

Services not currently available:

- Toys and computers in the Children's Room
- Most seating
- Reading Room/newspapers
- Study/work tables

In-person hours:

- Monday 10 – 7 pm
- Wednesday 10 -4 pm

Appointments are necessary for the Children's Room. One family at time is allowed up to 30 minutes to browse. All children under 10 must be accompanied by a parent or guardian. All children over 2 must wear a face mask while in the building.

Adult and teen browsing does not require an appointment. The Library does allow walk-ins as long as there is space available, but it cannot be guaranteed. We encourage you to make an appointment to guarantee a spot.

Computer use does not require an appointment. The Library does allow walk-ins as long as there is space available, but it cannot be guaranteed. We encourage you to make an appointment to guarantee a spot. Computer use is limited to 30 minutes and may not be extended. Computer use appointments are for one person but you may bring an additional person to assist.

Check in at the Circulation Desk as soon as you arrive.

Masks are required to enter the library. For everyone's safety, please bring and properly wear a mask the entire time you're in the library. Per the West Newbury Board of Health, face coverings over the mouth and nose are required by all over the age of 2, effective May 1, 2020.

Seating has been removed. Our reading room is not open. Study tables are not available. Newspapers are not available. Magazines are available for checkout only. Maintain 6 feet of distance from other people when possible.

There are times we might reach capacity limits. To make space in the building for other patrons, we are asking everyone to limit their time in the library to 30 minutes or less and be mindful of other patrons as you browse, both to maintain physical distance and to move on when you're finished to allow other patrons access to library materials.

Curbside pickup will continue to be available for anyone who chooses not to enter the building. Curbside hours remain the same: Monday 10-7 pm Tuesday through Friday 10 – 4 pm and Saturday 9-1 pm.

Stay home if you are sick. If you are feeling ill, awaiting the results for a COVID-19 test, or have come in contact with someone who has tested positive or is awaiting the results of a test, please cancel your appointment.

Please continue to put all returns in the outside book drop.

To book your appointment, please click [HERE](#) or call the library at 978-363-1105.

We thank you for your patience as we transition to this new phase and we look forward to serving you!

Town Manager

From: Paul Sevigny
Sent: Friday, May 7, 2021 11:53 AM
To: Corinn Flaherty
Cc: Town Manager
Subject: RE: Outdoor programs

Social distance and masks, all is good.

From: Corinn Flaherty <cflaherty@westnewburylibrary.org>
Sent: Friday, May 7, 2021 11:16 AM
To: Paul Sevigny <psevigny@wnewbury.org>
Cc: Town Manager <townmanager@wnewbury.org>
Subject: Outdoor programs

Hi Paul,

Kate, our Children's Librarian, would like to start doing outdoor storytimes this summer and possibly one or two other larger outdoor events. We would require social distancing and limit the number of people. Just checking in to see if this is okay with you.

Thanks,
Corinn

Corinn Flaherty

Director

G.A.R. Memorial Library
490 Main Street
West Newbury, MA 01985
978-363-1105



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

O

Page School Playground Replacement Project **Status Update #1**

Press Release

May 7, 2021

The Town of West Newbury with Community Preservation Act funding authorized by Town Meeting will be replacing the outdated playground equipment at the Page School. This project received overwhelming support by our residents with a focus on building a playground that would be available to users of all abilities.

Our first step to building the best playground that will meet our needs is to choose a design/build team that specializes in accessible playground design. Earlier this year we released a Request for Qualifications (RFQ) to potential designers that outlines a scope of work that would meet our playground needs and vision.

From our RFQ solicitation, we received three playground designer proposals. The proposals are posted to the Town website and viewable online at: <https://www.wnewbury.org/community-preservation-committee>. All three proposals will be publicly presented (Zoom online meeting) by the designers. The presentations will provide guidance and public input to help determine the most advantageous playground designer who meets or exceeds the Town's expectations.

Each playground designer presentation will be no more than 30-minutes with an additional 25 minutes for questions and answers. The presentations will take place on Wednesday, May 19th from 2pm to 5pm. The Zoom link to each presentation is listed in this release and is also published to the calendar on the Town website and Facebook account.

At the end of these presentations, residents will be welcome to email, write or phone in their comments to the Playground Designer Selection Working Group which will review and discuss these comments with Town and School Staff, and use this input to assist in determining the selected playground designer. These comments should be received prior to the anticipated selection date of May 28. The Playground Designer Selection Working Group can be contacted at:

Michael McCarron

E-mail: townclerk@wnewbury.org

Phone : 978-363-1100 extension 110

Wayne Amaral

E-mail: dpwdirector@wnewbury.org

Phone: 978-363-1100 extension 120

The selected playground designer will be informed by the Town and given a few weeks to prepare a more detailed, design that incorporates comments received from their original presentation, along with additional follow-up comments by Town and School Staff and residents. This design will then be reviewed by Town and School Staff and a final version that meets our vision will be presented (virtually) for a final public review.

When we believe we have the best playground design, Town Staff will prepare a contract with a vendor who can supply and install the equipment. At the same time, we will also be contracting with a civil engineering firm to prepare site plans for the surface work required prior to building the playground. The engineering could take four to six weeks. Our goal is to have our playground installed before the first day of school in September, however with COVID-19 challenges regarding labor, equipment availability and shipping our schedule may be delayed for reasons beyond our control. These challenges will not stop us from building a state-of-the-art playground that is friendly to all users, it will only push us harder to complete this project for the children of West Newbury.

The virtual Designer Presentation Zoom information links for the three designers are listed below. All are welcome!

1. John LaRue

Wednesday, May 19 at 2pm

Topic: Page School Playground Designer Selection Presentation - John LaRue

Time: May 19, 2021 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96584441698>

Dial by your location

+1 646 558 8656 US (New York)

2. UltiplayUS

Joe McMahon

Wednesday, May 19 at 3pm

Topic: Page School Playground Designer Selection Presentation - UltiPlayUS

Time: May 19, 2021 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/98938190348>

Dial by your location

+1 646 558 8656 US (New York)

3. O'Brien and Sons

Colin Boutin

Wednesday, May 19 at 4pm

Topic: Page School Playground Designer Selection Presentation – O'Brien and Sons

Time: May 19, 2021 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94947619570>

Dial by your location

+1 646 558 8656 US (New York)



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: Select Board
 FROM: Angus Jennings, Town Manager
 DATE: May 7, 2021
 RE: Active projects/initiatives

I will be pleased to provide verbal updates on any of the enclosed materials upon request. Other active projects/initiatives not otherwise covered on the agenda (in no particular order) include:

- Working toward scope and budget for labor counsel support with updates to Personnel Policies
- Participation in regional wage rate comparison study led by Merrimac engagement (report pending, was anticipated early spring 2021)
- Post Asst. Town Clerk position (currently covered by interim staff appointment); hiring process
- Update Chief Assessor job description to enumerate additional responsibilities corresponding to recent increase in hours and wage rate; and integrate expanded hours into active work planning (incl. re IT, cyber security)
- Calculate fringe benefits to finalize pending submittal to FEMA for COVID-19 expenses
- Write Town Manager and Select Board FY21 Town Reports; finalize Town Report for printing
- Paperwork for Bond Counsel for issuance of \$1.1M BANs for continuing short-term financing of Water Tank and Chemical Treatment Building
- Prepare new & updated job descriptions for expanded Finance Dept. staffing; office/seating plan
- Work with Treasurer/Collector on active tax title properties
- Finance and communications regarding regional COVID-19 clinics (incl. FEMA, CARES, inter-municipal reimbursement processes)
- Work with Chief Durand re impacts of Police Reform Law
- Soldiers & Sailors Building: Final design (nearing completion); then Bidding; then Contracting; then Construction administration/oversight
- Protocols for changes to public access and telecommuting arrangements, COVID-19
- Work with Pentucket on FY22 budgeting as needed
- OPEB data to Actuary to ensure timely completion of actuarial report ahead of FY21 Audit
- ADA Consultant Report on Town facilities and programs

Some longer-term initiatives at some degree of activity include:

- Talks with Historical Commission re long-term management of cemeteries
- Work with Parks & Rec Commission re longer-term strategy for budgeting, and appropriate balance between taxpayer-funded and fee-supported costs
- Pipestave parking and multi-use management

Having met with Mike McCarron earlier this week to review, the items above represent our combined "short list." This was prepared in haste so surely overlooks some things. Once we're past Town Meeting, it will be good to meet with the Board to review/update priorities for work going forward.

Town Manager

From: DPW Director
Sent: Friday, May 7, 2021 9:49 AM
To: Town Hall All
Subject: HVAC Contractor in building starting Monday May 10th

I just wanted to give everyone in the Town Offices notice that a new HVAC contractor will be in Town Offices starting on Monday May 10th to upgrade our HVAC system.

We received a grant to computerize our HVAC equipment that will allow DPW staff the ability to monitor and adjust the HVAC settings in each office, zone or globally in the town offices from our computer or smart phone. These new controls include; new electronic valves in the baseboards in each office, new wireless thermostat in each office and finally a controller in each air exchange zone. The work will take about 6-8 weeks and they plan to work about 3-days a week. I have forwarded the contractor each offices work schedule and they confirmed that they should be able to work around our schedule. We have encourage the vendor to perform most of the work on Fridays when the offices are less staffed.

Any questions or concerns, see Marie, Brian or myself.

Thanks,
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 Manager

From: Town Manager
Sent: Thursday, April 29, 2021 4:12 PM
To: Leah Zambarnardi
Subject: RE: Planning Board Work Planning Prioritization document for your input

Hi, I may have more thoughts when I have more time to review, but a few quick items to add:

- Potential groundwater protection bylaw (with Water Dept/City of Newburyport). Not sure if this will be proposed in FY22 but it's been a subject of conversation off and on (for a long time) and if it were to be proposed would want your office and PB involved.
- Work with Treasurer/Collector to resolve outstanding balances in project escrow accounts. Kaitlin happened to mention this to me earlier today and I suggested she contact you about it so if she hasn't already she will. It may not be a big lift to get this done, but for my office to do so you'll need to be involved. This may also result in setting up clearer/consistent protocols for work between your office and Finance Dept. Kaitlin is cracker jack (a cracker jack?), and I think you'll find things will run a lot smoother now that we've got a strong T/C.
- Marijuana policy. I was pretty involved with getting this set up and administered in Maine (which decriminalized during the same election that Mass did), but have to admit I know virtually nothing about the legal/land use framework/issues here in Mass (other than what's in the newspaper or on NPR), so if there's work West Newbury should be doing will look to you/PB and/or McCarron to advise.

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: Thursday, April 29, 2021 2:25 PM
To: Town Manager <townmanager@wnewbury.org>
Subject: Planning Board Work Planning Prioritization document for your input

Leah J. Zambarnardi, AICP
Town Planner
Town of West Newbury Planning Office
381 Main Street
West Newbury, MA 01985
1-978-363-1100 ext. 125

Planning Office Hours: Monday, Tuesday and Thursday from 9:30 a.m. to 2:30 p.m.

It has been determined by the Commonwealth of Massachusetts Office of the Secretary of State that emails are a public record. Please keep this in mind when writing or responding to this email.

High Priority

- Storm water Bylaw – Working with MVPC and SW Committee on new Bylaw – Fall Town Meeting
- Work with TM on hiring Housing Consultant and determining next steps for increasing affordable Housing (Trust? Or Committee?).
- Sullivans Court Definitive Plan Wrap Up
- Drakes Landing Admin and construction oversight w/ Meridian
- 519 Main Street – Admin and construction oversight w/ Meridian
- Floodplain Bylaw w/ Building Inspector
- GL Ch. 40A Zoning Act amendments re: MBTA Communities and by-right multi-family housing
- Meeting Minutes/Recording Secretary Search

Other Projects

- Permitting Guide for Public/Internal Development Review/Abutter's Guide
- Training/Refresher for PB Members re Permits in which they are SPGA
- Regular Upkeep of Planning website, to keep public informed
- Review/Amend Site Plan Review for Municipal Uses
- Facilitate Further Review and Adoption of "Housekeeping" Zoning Amendments
- Accessory Units Bylaw
- Assist with Strategic Planning Retreat – TM initiative – Timing to Be Determined
- Assist others as needed to establish policies/guidelines for Public Trails in Projects (i.e. construction standards, ADA Compliance, etc.).
- Parking Project with P&R and others at Pipestave – TM - timing TBD

Town Manager

From: CAROL DECKER [REDACTED]
Sent: Thursday, May 6, 2021 5:24 PM
To: Town Manager
Cc: Town Accountant; Michael McCarron
Subject: Re: PEG funds authorization

Thanks Angus. This makes perfect sense and thank you for setting up a sub-account so it can be clearly seen how funds are spent.

Best,
Carol

On May 5, 2021, at 11:08 PM, Town Manager <townmanager@wnewbury.org> wrote:

Hi Carol,

Following on last night's CAC vote to authorize \$1500 in expenses pursuant to the WNOSC and WN2 proposal dated March 18, this is to offer my recommendations re how these funds would be handled administratively.

This will be the first time we'll be administering PEG funds in this way, and we want to set up a good model in anticipation that there may be more such "grants" for community initiatives in the future. I was present for last night's mtg and understand this is an iterative process between CAC and you and the proposing entities. Since the amount authorized was less than the amount in the proposal, due to the more incremental approach to developing the programming as discussed at the meeting, I expect it will take some time for the sponsoring entities (OSC and WN2) to program specific use of the funds. There is no hurry; the "sunset" provision of 6/30/22 means that the funds will be set aside through that date, at which point any unspent funds would revert to the primary PEG account.

The Town Accountant/Business Manager Stephanie Frontiera, copied here, is setting up new PEG funds sub-account with a beginning balance of \$1500. Expenses put through for payment would hit this sub-account, resulting in clear accounting of these expenses distinct from other PEG expenses. Expenses would be submitted via the CAC (or designee), and would be put through for payment via the normal Finance Dept/AP Warrant process.

Although eligible expenses incurred by you could be reimbursed, since the CAC designated its authorization to you, it will work much better if all expenses are paid directly by the Town. For instance, if the intent was to pay an honorarium to Speaker X, that person would submit an invoice to the Town, which we would pay directly. This creates a much cleaner audit trail for where the funds are actually going, and the Town would issue 1099s if/as needed.

(Note: the Town cannot legally pay for goods/services before they are delivered, so any payment of an honorarium to a speaker could only take place after the event has taken place).

Assuming there was an initial agreement in place for payment of a particular speaker (as simple as an email thread), this would be put on file with the Town Accountant as a basis for the invoice submitted later.

Once you have a better idea of specific expenses you may incur, let me know. By then I'll have a staff person designated who can be your consistent point of contact throughout the project if any questions arise.

Please let me know if this approach makes sense and if any questions.

Thanks,
Angus

Angus Jennings, Town Manager
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